Reimbursable Agreement

User Manual

Final

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CAMS SUPPORT CENTER

Table of Contents

Getting Started

Overview

Reimbursable Agreement is a module of the Core Financial System (CFS), a subsystem of the Commerce Administrative Management System (CAMS). The reimbursable agreement module enables you to:

- Establish Work-in Progress (WIP) projects and fixed WIP allocation percentages
- Establish WIP account parameters to be used during the WIP process
- Establish print templates for standard text to be contained on the Agreement Acceptance Notification
- Create and modify reimbursable agreement or temporary work authority
- Create and modify unfilled customer orders
- Process WIP and generate WIP bill

IMPORTANT: The following business rules must be observed to prevent improper use of the Reimbursable Agreement module and to preserve data integrity of data maintained in CFS:

- Customer orders and the collection of reimbursable advances may not be processed using the General Journal (GL005 screen) and Summary Level Transfer (STDG 005 screen) module. The GL005 and STDG005 screens do not have the capability to capture reimbursable agreement number and customer order number, two data elements required to identify reimbursable transactions to be included in the WIP process. The reimbursable agreement number and customer order number are required to allow proper matching and allocation of costs to a reimbursable agreement/customer order number, and allow proper matching of reimbursable advances to a reimbursable agreement/customer order number. The WIP process will ignore customer orders and reimbursable advances processed using GL005 or STDG005.
- Users must process: customer orders using the Unfilled Customer Order Screen (RADG003), advance collections using the AR Collections Screen (AR008), collection of advances previously billed using the AR IPAC Collections (AR010), and collections of unbilled reimbursable advances (unbilled collections) using the AR Unbilled Collections (AR009).
- SQL adjustments are not allowed. SQL adjustments are adjustments made to CFS tables without processing through CFS screens. The WIP process will ignore changes made using SQL. During the WIP process, information on accrued project costs, customer orders, and reimbursable advance collections are extracted from trial to be used in the WIP process.

Background on Reimbursable Process

Federal agencies are often requested by either other federal agencies or private sector parties to provide goods and or services for them. When this occurs, the federal agency enters into a reimbursable agreement with that party or parties. The terms and conditions of the agreement are negotiated between the government and the other party and may vary depending upon the requestor's source of funding, whether the other party is also an agency of the federal government, and all the other factors that are customary in normal business transactions.

Agencies of the federal government are authorized by legislation to engage in reimbursable activities. The primary, if not the sole, source of funding for the work to be performed is obtained from the requesting party. Parties (other federal agencies or private sector business concerns) request this work, in the form of goods or services, from the servicing agency by way of a Reimbursable Agreement document.

Agencies who have the authority to sell goods/services to outside parties annually estimate the amount of work they expect to perform. This annual amount is considered anticipated funding. The agency is required to submit to the Office of Management and Budget (OMB) a request to have this annual funding apportioned for use during the year in which the work is to be performed. However, because this funding is only anticipated, agencies are not allowed to obligate any monies for conducting the work until such time as an actual agreement is entered into, either formally (reimbursable agreement - RA) or tentatively in anticipation of a formal agreement (temporary work authorization - TWA). In addition, once the formal agreement is entered into, agencies may require the other party to advance funds, in whole or in part, to cover the work to be performed. Hereinafter in this document the requesting party will be referred to as the customer. A Reimbursable Agreement may be entered into with only one customer.

An agency will generally enter into multiple Reimbursable Agreements (RAs) and be performing work against them at the same time. To track different costs associated with the RA, agencies establish project codes (a value within the CFS Accounting Classification Code Structure - ACCS). A reimbursable agreement may be supported by one or more projects. In addition, any one project may be supported by one or more RAs. During the business year, work may be concluded under one RA or for a project's participation under that RA. Conversely, new work may be initiated under new RAs, using either the same or different project codes to accumulate costs. The CFS must insure that costs accumulated in projects for any RA are properly allocated to that customer for billing.

Periodically, customers must be billed for the work performed. They may be billed for work performed to date or completed work, or, if advance funding has been obtained, they may have the billed amounts applied to monies already advanced. Billing documents are produced and mailed to the customer informing them of the type of work performed, the cost of that work, and whether amounts are due or have been applied to available advance balances. Agencies require reports that indicate the status of RAs, the project codes supporting them, costs incurred to date, both billed and not billed, and

funding yet available to continue the work. Since a project may support many customers, the system must accurately allocate costs to these customers.

Work continues on RAs until the work is completed or the funding is exhausted (either through obligation or, if federal government money, until the legal authority to obligate the funding expires).

Introduction

This section provides an overview of the Reimbursable Agreement module, including

- purpose
- who uses
- how to use
- in this chapter
- in this module, and
- additional resources.

Purpose

The purpose of this chapter is to

- describe the Reimbursable Agreement process flow,
- describe the features of this application, and
- provide procedures for some of the basic tasks.

Who uses

Users of this module include

- budget personnel
- accountants
- help desk associates
- system administrators, and
- management personnel.

How to use

When using this book:

- determine the section or topic that corresponds to your inquiry
- navigate to the section or topic by clicking the appropriate link
- view or print the information in the topic, and
- navigate to related topics by clicking the reference links.

In this chapter

This chapter contains the following sections:

In this module

This module contains the following chapters:

Additional resources

For information about the Department of Commerce and finances, refer to the following references:

Government accounting information	DoC Accounting Principles and Standards Handbook
U.S. Federal financial information, laws, regulations and reports	www.financenet.gov
SF-224, 2108 and FACTS	www.treas.gov
Treasury Finance Manual	www.fms.treas.gov
Department of Commerce Homepage	www.osec.doc.gov
CAMS Homepage	www.camsic.osec.doc.gov

Reimbursable Agreement Process Flow

Introduction

This section provides information about the Reimbursable Agreement process flow, including

- process workflow, illustrating the high-level flow, and
- process stages, describing each stage in the process.

Process workflow

The following workflow model presents a high-level overview of the Reimbursable Agreement process. For this application, there are nine process stages, each of which corresponds to a separate chapter in this book.
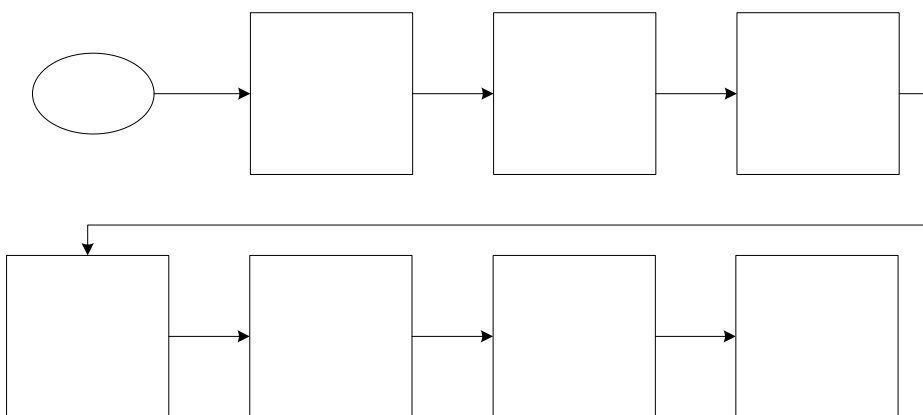
Process stages

The following table describes each process stage of the Reimbursable Agreement.

Process Stages	
Stage	**Description**
1	**Establish WIP projects and fixed WIP allocation percentages** Use the Project Code Maintenance Screen (CM004) to provide capability to define whether (1) project costs are allocated to customer orders during the WIP allocation process, and (2) project costs are allocated on a fixed or floating basis.
2	**Establish account parameters to be used during the WIP process** Use the WIP Account Maintenance Screen (RADG001) to assign accounts and sub-accounts to be extracted from Trial and default object classes for General Ledger posting during WIP processing.
3	**Establish report text templates for standard text to be contained on Agreement Acceptance Notification** Use the Report Text Template Maintenance Screen (RADG007) to record text, which is printed on the Agreement Notification report.
4	**Create and modify reimbursable agreement or temporary work authority** Use the Reimbursable Agreement Screen (RADG002) to record a control record and related information for reimbursable activities being funded by a customer.
5	**Create and modify unfilled customer orders** Use the Unfilled Customer Orders Screen (RADG003) to record a customer order.

6	**Process WIP and Bill**
	• Use the WIP Cost Allocation Process Screen (RADG004) to extract WIP-related cost records from the Trial table and to allocate these costs to customer orders.
	• Use the WIP Cost Allocation Screen (RADG005) to view, modify, and release accumulated costs that have been incurred as a result of performing reimbursable work.
	• Use the Billing Interface Screen (RADG006) to release the project WIP amounts for billing grouped by reimbursable agreement number, customer, and customer order.
7	**Produce reports on the reimbursable agreement module activity and results**
	Use the following screens to generate reports:
	• Economy Act Report Screen (RADG100)
	• Reimbursable Agreements History Report Screen (RADG102)
	• Reimbursable Agreements Accepted Report Screen (RADG104)
	• Reimbursable Acceptance Notification Report Screen (RADG106)
	• Reimbursable Agreement Unmatched Cost Report Screen (RADG107)
	• Unfilled Customer Order by Period of Performance Report Screen (RADG108)
	• WIP Results Report Screen (RADG109)
	• WIP Billing Report Screen (RADG110)
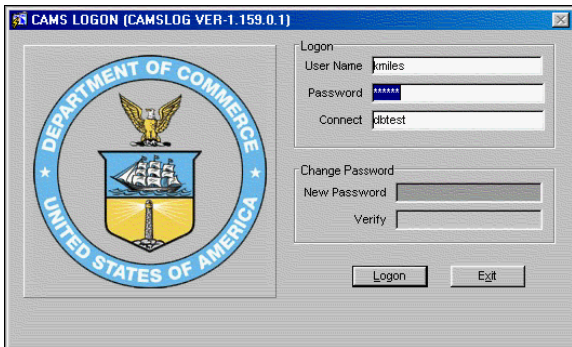
System Features and Descriptions

This section provides general navigational information for the CFS Reimbursable Agreement, including

- logon procedures
- screen navigation
- parts of a screen
- common tasks, and
- operator function keys.

Logon procedures

Follow the steps in the table below to log into the CAMS system.

Procedure Table	
Step	**Action**
1	Double-click the Reimbursable Agreement icon on your desktop. ***Result:*** The CAMS Logon screen appears.
2	In the USER NAME field, type your CFS Reimbursable Agreement User name and then press the Tab key.

Procedure Table	
3	In the PASSWORD field, type your password and then press the Tab key. ***IMPORTANT*: Do not share your password with anyone. If you believe the security of your password has been compromised, change it immediately.** *Note*: If you forget your password, see your system administrator for assistance. *Note*: You can change your password any time, or when the system prompts you to change your password for security purposes. Do you want to change your password now? • If yes, go to step 5. • If no, go to step 6.
4	In the CHANGE PASSWORD field, type a new password (a minimum of 8 characters) and then press the Tab key. *Note:* See your Security Officer for specific password requirements.
5	In the NEW PASSWORD field, type the same new password.
6	In the CONNECT field, you should see the name of your bureau's database. Is the name of your bureau's database in the CONNECT field? • If yes, go to step 8. • If no, click the down arrow next to this field and select the name of your bureau.
7	Click the **Logon** button. *Result:* The CAMS Navigator Menu opens. *Note:* If your logon information is incorrect, the system responds with Incorrect information. Logon denied. Try again. In this case, click **OK** and reenter your corrected logon information.

Screen navigation

The CAMS Navigation window opens after you complete the CAMS logon procedure. The following figure shows how to access the Reimbursable Agreement from this window.

Note: The Navigator menu is designed by each bureau and may be different than they appear in this manual.

[REVIEWER: Correct screen images were not available in the Detailed Level Design Version 1.5 document. Navigation screens will be included in the manual when the manual is synchronized with the delivered system.]

Click the Plus sign next to the Reimbursable Agreement folder to open the folder.

Click the Plus sign next to the Reimbursable Agreement folder you want to open.
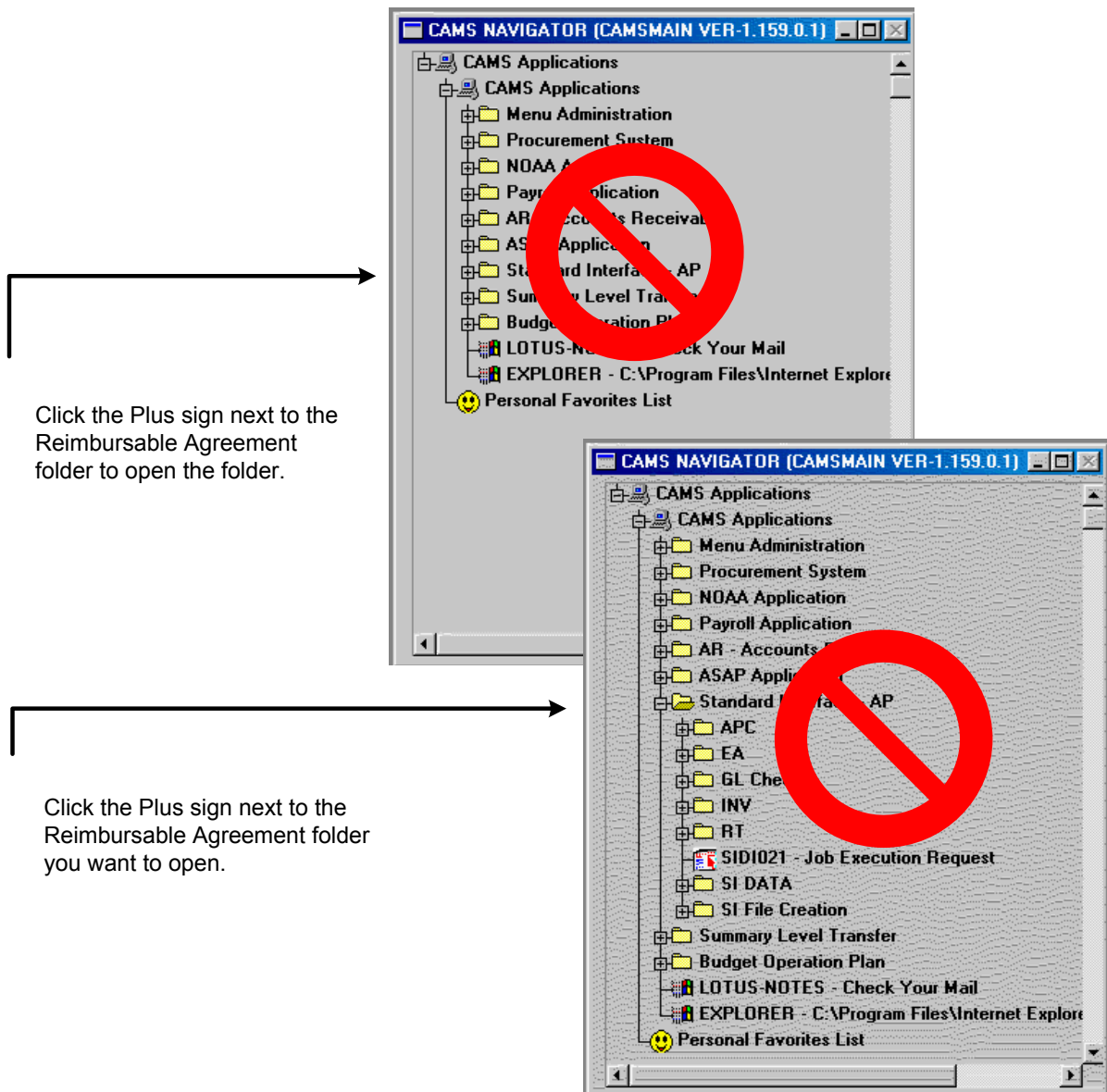
Following are descriptions of the five folders that make up the Reimbursable Agreement folder.

[REVIEWER: The list of subfolders was not available in the Detailed Level Design Version 1.5 document. The subfolders will be included in the manual when the manual is synchronized with the delivered system.]

Folder	Description
[REVIEWER]	This folder contains screens that enable the user to **[REVIEWER]**
[REVIEWER]	This folder contains screens that enable the user to **[REVIEWER]**
[REVIEWER]	This folder contains screens that enable the user to **[REVIEWER]**
[REVIEWER]	This folder contains screens that enable the user to **[REVIEWER]**
[REVIEWER]	This folder contains screen that enable the user to **[REVIEWER]**

Note: If a screen name or folder is greyed out, access to that screen or folder is not available.

Note: Clicking the box with the minus (-) sign next to a folder will close the folder.

Note: The Navigator menu is designed by each bureau, so your list of options and the names of folders may be different than those displayed above.

Parts of a screen

This section describes the parts of a Reimbursable Agreement screen, including

- screen example
- parts of a screen table
- tool bar definition, and
- menu bar definition.

Screen example

The following figure shows an example of one of the Reimbursable Agreement screens and its different components.

Parts of a screen table

The table below describes the different screen parts shown in the above example.

Parts of a screen	
Part	**Function**
Environment Code	Identifies the environment currently accessed.
Screen ID	Identifies the screen in the context of the application.
Scroll bar	Enables you to scroll (up and down) a set of records that are too long to display in a single window.
Menu bar	Lists the names of the pull-down menus for the application. *Note*: Each menu name, when clicked, shows the pull-down menu of options. See Menu bar definition for more information.
Tool bar	Contains the icons for performing commonly selected menu functions. *Note*: Each icon, when clicked, takes you directly to the associated function. See Tool bar definition for more information.
Field	Contains display-only or default data provided by the system or data you enter.
Record	Contains group of data related to the row.
Screen selection button	Displays additional options, if there are any, and typically opens a related window.
Hints	Contains hints that help you understand data or field usage.
Message line	Displays both information messages (such as "Enter a query") and error messages (such as "Field is protected against update").

Tool bar definition

The tool bar contains a line of icons that you can click to perform commonly-selected functions. By clicking one of these icons, you activate the function represented by the icon.

Exit without saving

Save your entries

Print screen

Enter query

Execute query

Cancel query

Add record

Delete selected record

Display previous set

Display previous

Display next record

Display next set

Cut

Copy

Paste

Help

Navigation menu
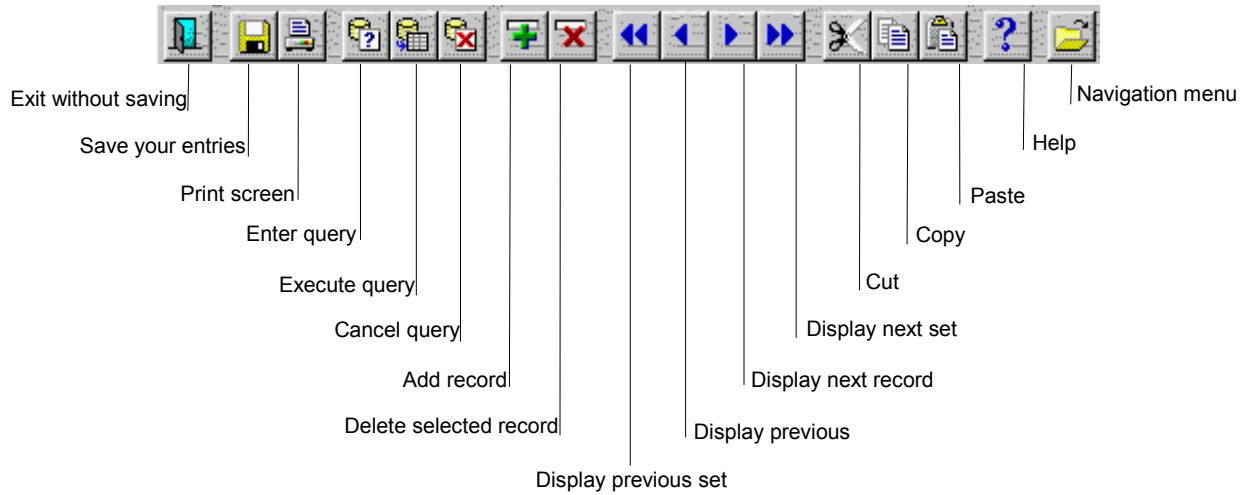
Menu bar definition

Action Edit Query Block Record Field Window Help

The Menu bar, located just above the tool bar, contains a line of menu names for controlling the field, window, or application. Clicking a menu name opens the associated drop-down menu that contains a list of options available for your selection.

The following table lists all possible menu options for each menu and also describes some of the options that are not readily apparent.

Drop-down Menu Descriptions	
Menu	**Menu options**
Action	Save, Clear all, Print, Print Setup, and Exit. CLEAR ALL clears all fields in a query block. PRINT displays the print-ready screen associated with the active screen. EXIT closes the current screen or process (such as an active query process).
Edit	Cut, Copy, Paste, Edit, and Display List. EDIT opens a popup during your query in which a query value can be entered.
Query	Enter, Execute, and Cancel (a query), Last Criteria, Count Hits, and Fetch Next Set. COUNT HITS displays the number of records retrieved as a result of your query. For more information about queries, see How to conduct queries.
Block	PREVIOUS and NEXT move the cursor to the previous and next block (section) on the screen. CLEAR clears all information from the current block.
Record	PREVIOUS and NEXT move the cursor to the previous or next record in the block. SCROLL UP and SCROLL DOWN display the previous and next set of records respectively that were retrieved for your query. You can also use INSERT, REMOVE, LOCK, DUPLICATE, and CLEAR (a record) relative to where your cursor is currently positioned.
Field	PREVIOUS and NEXT move the cursor to the previous and next field. CLEAR clears the contents of the current field. DUPLICATE copies the current field.
Window	Cascade, Tile, and Arrange Icons to control how your windows are displayed in relation to each other, along with the name(s) of the window(s) currently open.

Help	Help, Keys (see Operator function keys), and Display Error. DISPLAY ERROR, if applicable, displays an error in the Message line at the bottom of the screen for the field in which the last error occurred.

Common tasks

Following are procedures for

* how to conduct queries, and
* how to query properties of a field.

How to conduct queries

Follow the steps in the table below to conduct a query.

Step	Action
1	Click or select Enter Query from the Query menu. **Result**: The query section of the screen is now available for data entry.
2	In the query section of the screen you are using, enter or select values in a sufficient number of the fields to enable the system to retrieve the data you want to see. You cannot enter data in greyed-out (display-only) fields.
3	Click or select Execute from the Query menu. **Result**: The system displays the data that match your selection criteria. *Note*: If your query pulls up multiple records, you can use the previous and next record or record set icons to scroll through the records.

How to query properties of a field

To display a list of properties for a field, position the cursor on the field and press **F1** from the field. This opens the Properties of Item window, which is an Oracle Forms popup window designed primarily for developers.

Operator function keys

Operator function keys refer to the key combinations you can use to initiate specific actions in this application.

The following is a list of the function key combinations and their resulting actions. For example, Alt B/N indicates you should hold down the Alt key while typing the B and the N keys.

Operator Function Keys	
Keystroke(s)	**Definition**
All Clear (Alt A/C)	Clears all fields in the block or window (and resets the default values). This is the same as choosing **Clear All** from the Action menu.
Block/Next (Alt B/N)	Moves the cursor to the next block in the window, such as from the control block to the detail block
Block/Previous (Alt B/P)	Moves the cursor to the previous block in the window
Display error (Shift F1)	Displays error information in the message line at the bottom of the screen, if error information exists. This is the same as choosing **Display Error** from the Help menu.
Exit (Alt A/E)	Exits the current form or terminates a process. This is the same as choosing **Exit** from the Action menu.
Field/Clear (Ctrl U)	Clears the contents of the current field
Field/Next (Alt F/N)	Moves the cursor to the next field
Field/Previous (Alt F/P)	Moves the cursor to the previous field
Field properties (F1)	For developer use. Displays the properties of the field on which the cursor is positioned currently. This is the same as choosing **Help** from the Help menu.
Print (Alt A/P)	Prints contents of current screen
Quit (Ctrl Q)	Closes the current window or quits the associated process.

Operator Function Keys	
Keystroke(s)	**Definition**
Show keys (Alt H/K)	Displays a window that lists the function key assignments currently in effect for the keyboard map you are using. This is the same as choosing **Keys** from the Help menu.

Getting Help

Introduction

This section includes information about:

- system help
- bureau help desk support, and
- CAMS Support Center

System help

This application provides field help messages in the message line at the bottom of the screens. These are displayed automatically as a result of your cursor being positioned on a field.

Additionally, there are three options available from the Help pull-down menu in the menu bar:

- **Help** - This option is primarily for developers and displays the properties of the field on which the cursor is positioned currently.
- **Keys** - This option opens a window that lists the function key assignments currently in effect for the keyboard map you are using, as described in Operator Function Keys.
- **Display Error** - This option displays error information in the message line at the bottom of the screen, if error information exists.

Bureau help desk support

Each bureau contains system and database administrators to assist with problems that occur within CFS.

CAMS Support Center

The CFS Reimbursable Agreement software is maintained by the Department of Commerce Financial and Administrative Systems CAMS Support Center (CSC) that

- provides a facility for training users,
- tests software bug fixes,
- develops enhancements, and
- provides various types of support to bureaus for deployment and operation of the software.

Process Project Code Maintenance

Overview

Introduction

This chapter provides information about the Project Code Maintenance process, including

- [purpose](#)
- [in this part](#), and
- [additional resources](#).

Purpose

The purpose of this chapter is to provide

- an overview of the Reimbursable Agreement Project Code Maintenance process
- descriptions of the task-related user screens
- procedures for using each of the screens, and
- guidance for troubleshooting and error messages.

In this part

This part contains the following sections:

- [Project Code Maintenance Screen (CM004)](#)
- [Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004)](#)
- [Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History (CM004)](#)

Additional resources

For information about the Department of Commerce and finances, refer to the following references:

Government accounting information	DoC Accounting Principles and Standards Handbook
U.S. Federal financial information, laws, regulations and reports	www.financenet.gov
SF-224, 2108 and FACTS	www.treas.gov
Treasury Finance Manual	www.fms.treas.gov
Department of Commerce Homepage	www.osec.doc.gov
CAMS Homepage	www.camsic.osec.doc.gov

Process Workflow and Stages

This section provides information about the Reimbursable Agreement Project Code Maintenance process flow, including

- process workflow, illustrating the high-level flow, and
- process stages, describing each stage in the process.

Process workflow

The Project Code Maintenance Screen (CM004) is used to associate key information to a bureau by entering an active and approved fund code, project and task(s), and program code. Additional project management information, such as project leader, funding source organization, and project type, may also be entered. The new WIP flag and Fixed flag added to the screen may be queried at any time, and may be modified only when the project is inactive. The two new popup screens can be viewed only after the project is approved and active.

The following workflow model presents a high-level overview of the Project Code Maintenance process.

Stage	Screen	
Designate WIP project	CM004 - Project Code Maintenance Screen	Use this screen to designate project as WIP project.
Establish fixed WIP percentage	CM004 - Fixed WIP Percentage Popup Screen	Use this screen to establish the fixed WIP percentage.
View WIP allocation percentage history	CM004 - Floating WIP Allocation Percentage History	Use this screen to view the WIP allocation percentage history.
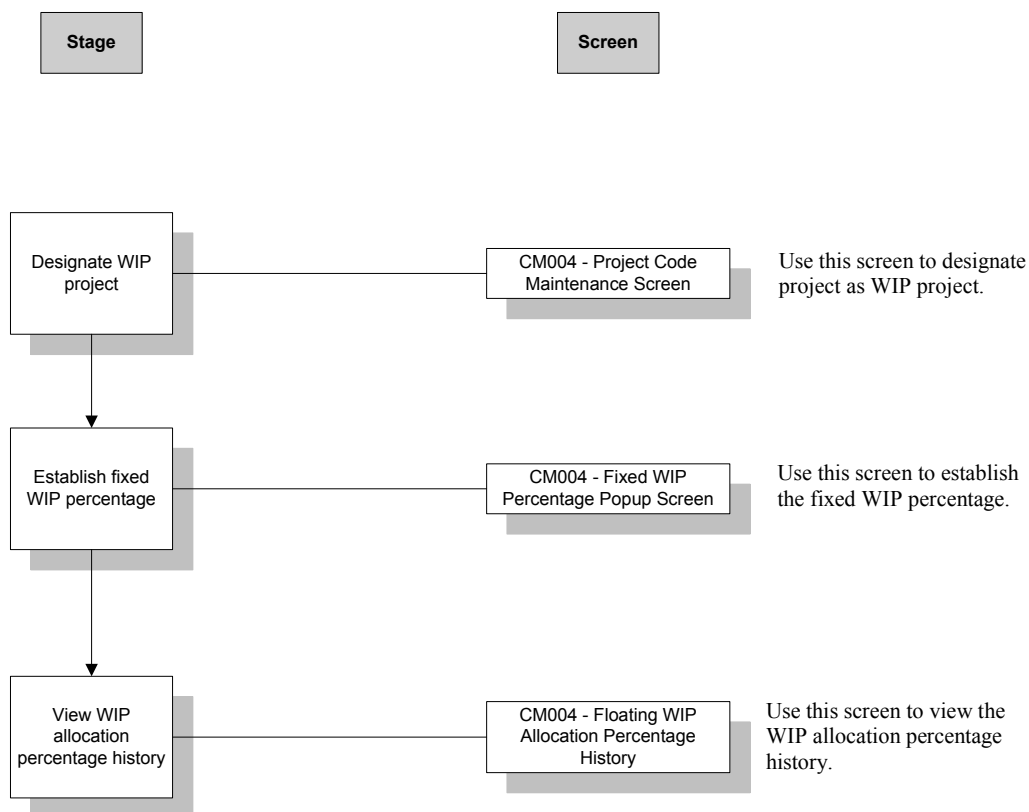
Process stages

The following table describes each stage of the Project Code Maintenance process.

Process Stages	
Stage	**Description**

1	Do you want to designate a project as a WIP project?
	
	• When *yes*,
	    • enter WIP project designation, and
	    • go to stage 2.
	• When *no*, stop.

2	Do you want to designate a project as a fixed WIP percentage project? • When *yes*, enter fixed WIP percentage designation. • When *no*, go to stage 3.
3	Do you want to view history of WIP allocation percentages for an order? • When *yes*, view history. • When *no*, stop.

Project Code Maintenance Screen (CM004)

This section provides information about the Project Code Maintenance Screen (CM004), including

- about the Project Code Maintenance Screen (CM004)
- using the Project Code Maintenance Screen (CM004), and
- example of the Project Code Maintenance Screen (CM004).

About the Project Code Maintenance Screen (CM004)

Introduction

This topic provides information about the Project Code Maintenance Screen (CM004), including

- purpose
- when to use
- accessing the Project Code Maintenance Screen (CM004)
- example of the Project Code Maintenance Screen (CM004)
- tasks involved, and
- field description table.

Purpose

The Project Code Maintenance Screen (CM004) is used to associate key information to a bureau by entering an active and approved fund code, project and task(s), and program code. Additional project management information, such as project leader, funding source organization, and project type, may also be entered. The new WIP flag and Fixed flag added to the screen may be queried at any time, and may be modified only when the project inactive. The two new popup screens can be viewed only after the project is approved and active.

The purpose for modifying the Project Code Maintenance Screen (CM004) is to provide capability to define whether (1) project costs are allocated to customer orders during the WIP allocation process, and (2) project cost are allocated on a fixed or floating basis. These projects will be associated with reimbursable agreements and with customer orders. There may be several projects associated with one agreement, one project associated with several agreements, several projects associated with one customer order, or one project associated with several customer orders.

When to use

Use the Project Code Maintenance Screen (CM004) to designate project for inclusion in the WIP process, designate project for fixed allocation percentages, enter and display fixed WIP percentages, and display floating WIP allocation percentage history.

Accessing the Project Code Maintenance Screen (CM004)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Dropdown Menu, click on the **Reimbursable Agreement Upgrade** system.
2	Select CM004 – Project Code Maintenance Screen. *Result*: The Project Code Maintenance Screen (CM004) is displayed.

Example of the Project Code Maintenance Screen (CM004)

An example of the screen follows.

```
Interface  ▮▮▮▮▮        Project Code Maintenance Screen              cm004

Bureau Code         Name  ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮     Notes <▮>
Project Code ▮▮▮▮▮   Title ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
       Type ▮▮      Descr ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
Fund Code ▮▮        Title ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
Program ▮▮-▮▮-▮▮-▮▮  Name  ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
D/R Flag ▮          Effective Dates: ▮▮▮▮▮▮▮▮     to ▮▮▮▮▮▮▮▮
     WIP N   Fixed N  <Fixed>  <WIP Hist>
Project Leader ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
Manager ▮▮▮▮▮ ▮▮▮▮▮▮▮▮▮▮▮▮▮     Techrep ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
Admin   ▮▮▮▮▮ ▮▮▮▮▮▮▮▮▮▮▮▮▮     CO/POC  ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

Codes: Fields of Science ▮▮▮▮▮  NSF ▮▮▮▮▮  Production ▮  Goal ▮

Project: Created by Organization ▮-▮-▮▮-▮-▮-▮-▮  Work Site ▮▮▮▮▮▮▮
     Base/Non-Base ▮  Funding Source Organization -▮-▮▮-▮-▮-▮-▮
     Prior Code ▮▮▮▮▮     Budget Initiative No ▮▮▮▮▮  Tasks <▮> Other <▮>
Approval: N By ▮▮▮▮▮▮▮▮▮▮▮▮▮       Date ▮▮▮▮▮▮▮▮
Active: Status N Date ▮▮▮▮▮▮▮▮

Count: *0                                      <List><Replace>
```

Project Code Maintenance Screen (CM004)

Tasks involved

The major tasks accomplished with the Project Code Maintenance Screen (CM004) are

- designate project for inclusion in the WIP process
- designate project for fixed allocation
- view/edit record

Field description table

The following table describes each field on the Project Code Maintenance Screen (CM004) specific to reimbursable agreements.

Note: See the CFS Cost Accumulation Management Module for description of non-reimbursable agreement related fields.

Field Description Table		
Field	**Type**	**Description**
D/R FLAG	• indicator flag • updateable • max length = 1	This field indicates whether the project has direct funding or is a reimbursable project. **D** = Direct funding **R** = Reimbursable Project
WIP	• indicator flag • updateable • max length = 1 • default = N	This field indicates whether a project participates in the WIP allocation process. **N** = Non WIP project **Y** = WIP project
FIXED	• required • indicator flag • updateable • max length = 1	This field designates whether a project's costs are to be allocated using a fixed WIP allocation percentage. **N** = Non-Fixed WIP project **Y** = Fixed WIP project User must enter Y or N.
<FIXED>	• popup screen • not updateable	Field that triggers the pop up screen displaying orders participating in the project and their fixed participation percentages is displayed. User can only enter the popup screen if this project is approved and active.

<WIP HIST>	• popup screen • not updateable	Field that triggers the pop up screen displaying historical percentage information. User can only enter the popup screen if this project is approved and active.

Using the Project Code Maintenance Screen (CM004)

Introduction

This topic provides information about using the Project Code Maintenance Screen (CM004), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic,

- you must know whether a project's costs will be included in the WIP process, and whether the project's costs will be allocated using a fixed percentage.

Procedures

Following are procedures to

- designate project for inclusion in the WIP process
- designate project for fixed allocation percentages
- view/edit records

Designate project for inclusion in the WIP process

Follow the steps in the table below to designate project for inclusion in the WIP process.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Project Code Maintenance Screen (CM004).
2	WIP (FLAG)	The system defaults the WIP flag to 'N'. If you want the project to be included in WIP allocations, tab to field and enter WIP flag value 'Y'. *Result:* The WIP flag value 'Y' is displayed.

Designate project for fixed allocation percentages

Follow the steps in the table to designate project for fixed allocation percentages.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Project Code Maintenance Screen (CM004).
2	FIXED (FLAG)	The system defaults the Fixed flag to 'N'. If user wants project's costs to be allocated to orders using fixed percentages, tab to field and enter Fixed flag value of 'Y'.

View/edit records

Follow the steps in the table below to view/edit records.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Project Code Maintenance Screen (CM004).
2	ACTIVE STATUS (FLAG)	• The new WIP and Fixed flag fields may be modified only if the active status is 'N'. • The user must first modify the active status to 'N', tab to the WIP and fixed flag field and then change it to 'Y' or 'N'
3	D/R (FLAG)	• If the D/R flag is 'D' (Direct funding), the WIP and fixed flag may only be 'N'. • If the D/R flag is 'R' (Reimbursable Project), the WIP and fixed flag may be 'Y' or 'N'.

4	FIXED (FLAG)	• If the Fixed percentage flag is 'Y' and this project is approved and active, <Fixed> popup screen displays orders participating in the project and their fixed participation percentages. • Fixed % field is the only one user can modify and the total percentage must be 100%. And <Floating WIP> popup screen displays historical percentages and related information.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Must enter Y or N.	This error message will be displayed if the WIP flag is not equal to Y or N. User must select valid indicator.
Cannot view pop-up screen unless the Fixed Flag is 'Y'.	This error message will be displayed if the user tries to view the fixed popup screen while the flag indicates 'N'. User must select valid indicator.

Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004)

This section provides information about the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004), including

- about the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004)
- using the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004), and
- example of the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004).

About the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004)

Introduction

This topic provides information about the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004), including

- purpose
- when to use
- accessing the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004)
- example of the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004)
- tasks involved, and
- field description table.

Purpose

The purpose of the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004) is to allow users to specify the fixed percentage to be used to allocate project costs to customer orders during the WIP process. The popup screen displays orders participating in the project and their fixed participation percentages.

Note: Fixed percentage or "floating" percentage refer to the allocation percentages that are used to allocate costs to customer orders during the WIP allocation process. Fixed percentage indicates that customer orders participating in a project designated as a "Fixed" project will always receive the same percentage of costs during a WIP run. "Floating" percentage indicates that customer orders participating in projects that are not designated as Fixed will receive costs based on a customer order's percentage

participation in a project with other orders. The "floating" percentage is calculated during each WIP run and changes as the order balance changes.

When to use

Use the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004) to enter and display fixed percentages.

Note: This popup screen can only be accessed if the Fixed percentage flag is 'Y' and the project is approved and active. Also, the Fixed % field on the popup is the only field that can be modified and the total percentage must equal 100%.

Note: The Fixed Flag field may only be modified on the Project Code Maintenance Screen (CM004) if the Active Status is 'N'.

Accessing the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Dropdown Menu, click on the **Reimbursable Agreement Upgrade** system.
2	Select CM004 – Project Code Maintenance Screen *Result*: The Project Code Maintenance Screen (CM004) is displayed.
3	Set the **Fixed** flag to 'Y', tab to <Fixed> and press enter to view popup. *Result:* The Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004) is displayed.

Example of the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004)

An example of the screen follows.

```
Interface CONV          Project Code Maintenance Screen              cm004

Bureau Code   57      Name  NATL INSTITUTE OF STANDARDS       Notes < >
Project Code 1009370  Title ENGINEERING & TECHNICAL SERVICES
        Type OTHAGY   Descr
Fund Code 01          Title WORKING CAPITAL FUND

                          Fixed WIP Percentage

FCFY

                      Customer
Agreement Number      Order No   Organization          Amount      Fixed %
------------------    ---------- -- -- ---- -- -- -- -- ------------ -------








                                                   Totals

Active: Status Y Date 23-OCT-2002


Count: *0                                              <Replace>
```

Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004)

Tasks involved

The major task accomplished with the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004) is

- view/edit fixed WIP percentage

Field description table

The following table describes each field on the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004).

Field Description Table		
Field	**Type**	**Description**
FCFY	• required • not updateable • max length = 8	Fund Code Fund Year. This field identifies the fiscal year in which funds are authorized for the unfilled customer orders and in which project costs are to be incurred.
AGREEMENT NO	• required • query allowed • max length = 20	This field identifies the reimbursable agreement under which the unfilled customer order is being issued.
CUSTOMER ORDER NO	• required • query allowed • max length = 10	This field identifies the number of the customer order issued.
ORGANIZATION CODE	• required • query allowed • max length = 16	This field identifies the organization code for the bureau administering the reimbursable service.
AMOUNT	• required • user entered • max length = 17	This field identifies the amount from the customer order line item.
FIXED %	• required • user entered • updateable • max length = 7	This field identifies the fixed percentage for costs to be allocated to each customer order.
TOTALS (AMOUNT)	• required • query allowed • max length = 17	This field identifies the total cumulative amount of all customer orders for the project for each fund code fiscal year.
TOTALS (FIXED %)	• required • query allowed • max length = 7	This field identifies the total fixed percentage for each fund code fiscal year. (100%)

Using the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004)

Introduction

This topic provides information about using the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need:

- to access a project that has a 'Y' for Approval and Active Status fields
- to set the Fixed flag to 'Y' on the Project Code Maintenance Screen (CM004)

Procedures

Following are procedures to

- view/edit fixed WIP percentage

View/edit fixed WIP percentage
Follow the steps in the table below to view/edit fixed WIP percentage.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Project Code Maintenance Screen ~ Fixed WIP Percentage Popup Screen (CM004).
2	FIXED (FLAG)	Do you want to view fixed WIP percentage? • If Fixed flag has been set to 'Y', tab to \<Fixed\> and press enter for pop up screen. System displays amounts and Fixed WIP percentages for agreement/customer order/organization.

3		Do you want to edit fixed WIP percentage?
		• Fixed % field is the only updateable field, and the total percentage entered must equal 100%.
		• User enters fixed percentages that will be used during the WIP allocation process. Amounts for an Agreement, Customer Order, and Organization line are updated by system when a customer order is approved on the Unfilled Customer Order Screen (RADG003).
		Note: Fixed percentages are not updated by system as customer orders are issued.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Total fixed % must equal 100%	This error message will be displayed if the user commits and exits the screen with a total not equal to 100%. User must enter total equal to 100%.
Cannot view pop-up screen unless this project is approved and active.	This error message will be displayed if the user tries to view popup screen for a project that has not been approved and is not active. User must select valid indicator.
Can not view pop-up screen unless the Fixed Flag is 'Y'.	This error message will be displayed if the user tries to view the fixed popup screen while the flag indicates 'N'. User must select valid indicator.

Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History (CM004)

This section provides information about the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004), including

- about the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004)
- using the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004), and
- example of the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Screen (CM004).

About the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004)

Introduction

This topic provides information about the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004), including

- purpose
- when to use
- accessing the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004)
- example of the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004)
- tasks involved, and
- field description table.

Purpose

The purpose of the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004) is to allow the user to view historical percentages for project costs that are allocated to participating orders using an allocation percentage calculated during the WIP process.

Note: Fixed percentage or "floating" percentage refer to the allocation percentages that are used to allocate costs to customer orders during the WIP allocation process. Fixed percentage indicates that customer orders participating in a project designated as a "Fixed" project will always receive the same percentage of costs during a WIP run. "Floating" percentage indicates that customer orders participating in projects that are not designated as Fixed will receive costs based on a customer order's percentage

participation in a project with other orders. The "floating" percentage is calculated during each WIP run and changes as the order balance changes.

When to use

Use the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004) to view floating WIP allocation historical percentages.

Accessing the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Dropdown Menu, click on the Reimbursable Agreement Upgrade system.
2	Select CM004 – Project Code Maintenance Screen. ***Result***: The Project Code Maintenance Screen (CM004) is displayed.
3	Set the **Fixed** flag to 'Y', tab to <WIP His> and press enter to view popup. ***Result:*** The Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004) is displayed.

Example of the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004)

An example of the screen follows.

```
 Interface CONV         Project Code Maintenance Screen                    cm004

 Bureau Code   57      Name  NATL INSTITUTE OF STANDARDS             Notes < >
 Project Code 1009370  Title ENGINEERING & TECHNICAL SERVICES
         Type OTHAGY   Descr
 Fund Code 01          Title WORKING CAPITAL FUND

                    WIP Allocation Percentage History

 WIP Run ID
 FCFY
 Organization Code  - - - - -
                                                        Participation
 Agreement No                   Customer Order No       Amount          Percent



                                               Totals

 Active: Status Y Date 23-OCT-2002


 Count: *0                                                         <Replace>
```

Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004)

Tasks involved

The major task accomplished with the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004) is

- view WIP allocation percentages

Field description table

The following table describes each field on the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004).

Field Description Table		
Field	**Type**	**Description**
WIP RUN ID	• required • query allowed • max length = 14	This field uniquely identifies a WIP run.
FCFY	• required • query allowed • max length = 4	This field displays the fund code fiscal year from the Project Code Maintenance Screen (CM004).
ORGANIZATION CODE	• required • query allowed • max length = 2	This field displays the organization code for the orders participation in allocation.
AGREEMENT NUMBER	• required • query allowed • max length = 30	This field displays the reimbursable agreement number for the orders participation in allocation.
CUSTOMER ORDER NO	• required • query allowed • max length = 20	This field displays the customer order number for the orders participation in allocation.
PARTICIPATION AMOUNT	• required • query allowed • max length = 17	This field displays the amount of the order participating in a project, FCFY, and organization costs for a WIP run.
PERCENT	• required • query allowed • max length = 7	This field displays the percentage participation of the order in the project, FCFY, and organization costs for a WIP run.
TOTALS: (PARTICIPATION AMOUNT)	• system generated • max length = 13	This field displays the total value of the participation amounts.
TOTALS: (PERCENT)	• system generated • max length = 7	This field displays the total percentage of the participation of the order amount.

Using the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004)

Introduction

This topic provides information about using the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic,

- the Fixed flag on the Project Code Maintenance Screen (CM004) must be 'N'.

Procedures

Following are procedures to

- view WIP allocation percentages

View WIP allocation percentages

Follow the steps in the table below to view allocation percentages.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Project Code Maintenance Screen ~ Floating WIP Allocation Percentage History Popup Screen (CM004).
2	VARIOUS FIELDS	The floating WIP allocation history is displayed.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Can not view pop-up screen unless the Fixed Flag is 'N'.	This error message will be displayed if the user tries to view the fixed popup screen while the flag indicates 'Y'. User must select valid indicator.

Process WIP Account Maintenance

Overview

Introduction

This chapter provides information about the Process WIP Account Maintenance process, including

- purpose
- in this part, and
- additional resources.

Purpose

The purpose of this chapter is to provide

- an overview of the Reimbursable Agreement WIP Account Maintenance process
- descriptions of the task-related user screens
- procedures for using each of the screens, and
- guidance for troubleshooting and error messages.

In this part

This part contains the following sections:

- WIP Accounts Maintenance Screen (RADG001)

Additional resources

For information about the Department of Commerce and finances, refer to the following references:

| Government accounting information	DoC Accounting Principles and Standards Handbook
U.S. Federal financial information, laws, regulations and reports	www.financenet.gov
SF-224, 2108 and FACTS	www.treas.gov
Treasury Finance Manual	www.fms.treas.gov
Department of Commerce Homepage	www.osec.doc.gov
CAMS Homepage	www.camsic.osec.doc.gov

Process Workflow and Stages

This section provides information about the Reimbursable Agreement WIP Account Maintenance process flow, including

- process workflow, illustrating the high-level flow, and
- process stages, describing each stage in the process.

Process workflow

The following workflow model presents a high-level overview of the WIP Account Maintenance process.

Use this screen to setup WIP accounts for the WIP process.
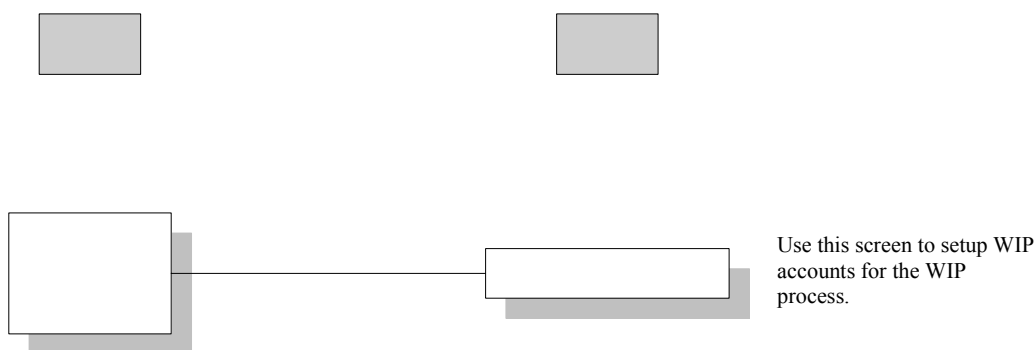
Process stages

The following table describes each stage of the WIP Account Maintenance process.

Process Stages	
Stage	**Description**
1	Do you want to set up WIP accounts for the WIP process? • When *yes*, enter WIP accounts. • When *no*, stop.

WIP Accounts Maintenance Screen (RADG001)

This section provides information about the WIP Accounts Maintenance Screen (RADG001), including

- about the WIP Accounts Maintenance Screen (RADG001)
- using the WIP Accounts Maintenance Screen (RADG001), and
- example of the WIP Accounts Maintenance Screen (RADG001).

About the WIP Accounts Maintenance Screen (RADG001)

Introduction

This topic provides information about the WIP Accounts Maintenance Screen (RADG001), including

- purpose
- when to use
- accessing the WIP Accounts Maintenance Screen (RADG001)
- example of the WIP Accounts Maintenance Screen (RADG001)
- tasks involved, and
- field description table.

Purpose

The purpose of the WIP Accounts Maintenance Screen (RADG001) is to assign accounts and sub-accounts to be extracted from Trial and default object classes for General Ledger posting during WIP processing.

Note: Improper set up of WIP accounts will produce erroneous WIP results. Costs, advances, or customer orders may be erroneously included or excluded in amounts extracted during the WIP process to produce WIP bills. Use of this screen should be limited to those knowledgeable of the accounting for WIP related transactions and the processing of those transactions within CFS.

When to use

Use the WIP Accounts Maintenance Screen (RADG001) to create a new WIP account record or view an existing record.

Users can fill in the data fields such as account code range, source, and object class to setup a new WIP account record.

Users can click on the View/Edit button to query and edit a specific record. Before clicking on the View/Edit button, users will have to enter a bureau code and at least one account range for each account in order to view the specific the record.

Note: Improper set up of WIP accounts will produce erroneous WIP results. Costs, advances, or customer orders may be erroneously included or excluded in amounts extracted during the WIP process to produce WIP bills. Use of this screen should be limited to those knowledgeable of the accounting for WIP related transactions and the processing of those transactions within CFS.

Accessing the WIP Accounts Maintenance Screen (RADG001)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Dropdown Menu, click on the **Reimbursable Agreement Upgrade** system.
2	Select RADG001 – WIP Accounts Maintenance Screen. ***Result:*** The WIP Accounts Maintenance Screen (RADG001) is displayed.

Example of the WIP Accounts Maintenance Screen (RADG001)

An example of the screen follows.

WIP Accounts Maintenance Screen (RADG001)

Tasks involved

The major tasks accomplished with the WIP Accounts Maintenance Screen (RADG001) are

- establish WIP account
- query/view existing account

Field description table

The following table describes each field on the WIP Accounts Maintenance Screen (RADG001).

Field Description Table		
Field	**Type**	**Description**
BUREAU CODE	• required • user entered • LOV available • format = 09	This field displays the bureau code entered by the user. The user must enter the bureau code field; otherwise an error message will be displayed.
NAME	• displayed • not updateable	This field displays the bureau name that corresponds to the bureau code entered. This field is auto-populated by the Bureau Code entered by the user.
(ACCOUNT NAME) UNBILLED WIP ACCOUNTS	• displayed • not updateable	This field is to identify the name of the General Ledger account in the Trial from which extraction will be made when the WIP process is run. It is decoded in the program; therefore, the user does not need to enter the account name.
(ACCOUNT NAME) WIP ADVANCE ACCOUNTS	• displayed • not updateable	This field is to identify the name of the General Ledger account in the Trial from which extraction will be made when the WIP process is run. It is decoded in the program; therefore, the user does not need to enter the account name.

(ACCOUNT NAME) CUSTOMER ORDERS	• displayed • not enterable	This field is to identify the name of the General Ledger account in the Trial from which extraction will be made when the WIP process is run. It is decoded in the program; therefore, the user does not need to enter the account name.
(ACCOUNT RANGE) FROM	• required • user entered • LOV available • max length = 4	This field displays the beginning general ledger account for the range of accounts to be extracted from Trial during the WIP process. The account range 'From' and 'To' cannot overlap; otherwise an error message will be displayed.
(ACCOUNT RANGE) 'TO'	• required • user entered • LOV available • max length = 4	This field displays the ending general ledger account for the range of accounts to be extracted from Trial during the WIP process. The account range 'From' and 'To' cannot overlap; otherwise an error message will be displayed.
(SOURCE) SUBSYSTEM	• required • user entered • LOV available	This field displays the subsystem that is extracted from Trial. The source subsystem has to be specified for each account or account range or the user can select 'ALL'.
(SOURCE) TRANS SOURCE	• required • user entered • LOV available	This field displays the transaction source code of the reimbursable agreement related transactions to be extracted from Trial entry. Each account or account range must specify the source or the user can select 'ALL'.
ACTIVE STATUS	• check box	This field displays the activation status of this account. **Y** = Active **N** = Non-Active

DATE	• DD-MM-YYYY format	This field displays the date of the last status change.
		Default to current system date when the active flag has been checked or unchecked.

Default Object Class		
BILLED WIP	• required • user entered • display length = 8 • LOV available	This field displays the object class to post released WIP charges to Trial. The billed object class must be entered; otherwise an error message will be displayed.
ACTIVE STATUS	• check box • LOV available	This field displays the status of billed WIP default object class. **Y** = Active **N** = Non-Active
DATE	• DD-MM-YYYY format	This field displays the date of the last time billed WIP default object class set up was changed. Defaults to current system date when the active flag has been checked or unchecked.
APPLIED ADVANCE	• required • user entered • max length = 8 • LOV available	This field displays the object class to post liquidated advances to Trial.
ACTIVE STATUS	• check box • LOV available	This field displays the status of applied advance default object class set up. **Y** = Active **N** = Non-Active
DATE	• DD-MM-YYYY format.	This field displays the date of that last time applied advance default object class set up was changed. Defaults to current system date when the active flag has been checked or unchecked.

Using the WIP Accounts Maintenance Screen (RADG001)

Introduction

This topic provides information about using the WIP Accounts Maintenance Screen (RADG001), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

There are no tasks to complete before performing this procedure.

Procedures

Following are procedures to

- establish WIP accounts
- view/edit existing accounts

Establish WIP accounts

Follow the steps in the table below to establish WIP accounts.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the WIP Accounts Maintenance Screen (RADG001).
2	BUREAU CODE	Click in the field to enter bureau code. Select from the list of values and the bureau name will be automatically generated based upon the bureau code entered.
3	VARIOUS FIELDS	• Enter account code range, source, and object class to setup a new WIP account record • Click the save icon on the toolbar to save after setup.

Query/view existing accounts

Follow the steps in the table below to query/view existing accounts.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the WIP Accounts Maintenance Screen (RADG001).
2	ENTER QUERY	Select the **Enter Query** icon form the toolbar.
3	BUREAU CODE	Click in the field to enter bureau code. Select from the list of values and the bureau name will be automatically generated based upon the bureau code entered.
4	VARIOUS FIELDS	Enter at least one account range for each account to query data.
5	EXECUTE QUERY	Select the **Execute Query** icon form the toolbar to query records.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
The bureau code must be entered.	This error message will be displayed if the bureau code is null. User must enter/select valid bureau code.
WIP account ranges must not overlap.	This error message will be displayed if the account code ranges overlap. User must enter ending account range that is greater than beginning account range.
Please specify the source of the trial entry for the specified account or account range for each account of account range.	This error message is displayed if the source is not entered. User must enter valid source.
Billed object class must be entered.	This error message will be displayed if the billed object class is null. User must enter/select valid object class.
Advance object class must be entered.	This error message will be displayed if the object class is not entered for 'Applied Advance'. User must enter valid object class.

Process Report Text Template Maintenance

Overview

This section contains information about creating a print template to record standard text printed on the Agreement Notification report.

Introduction

This chapter provides information about the Process Report Text Template Maintenance Screen process, including

- purpose
- in this part, and
- additional resources.

Purpose

The purpose of this chapter is to provide

- an overview of the Process Report Text Template Maintenance process
- descriptions of the task-related user screens
- procedures for using each of the screens, and
- guidance for troubleshooting and error messages.

In this part

This part contains the following sections:

- Report Text Template Maintenance Screen (RADG007)

Additional resources

For information about the Department of Commerce and finances, refer to the following references:

Government accounting information	DoC Accounting Principles and Standards Handbook
U.S. Federal financial information, laws, regulations and reports	www.financenet.gov
SF-224, 2108 and FACTS	www.treas.gov
Treasury Finance Manual	www.fms.treas.gov
Department of Commerce Homepage	www.osec.doc.gov
CAMS Homepage	www.camsic.osec.doc.gov

Process Workflow and Stages

This section provides information about the Process Report Text Template Maintenance process flow, including

- process workflow, illustrating the high-level flow, and
- process stages, describing each stage in the process.

Process workflow

The following workflow model presents a high-level overview of the Process Report Text Template Maintenance process.

Use this screen to record standard text printed on the Agreement Notification report.

Process stages

The following table describes each stage of the Process Report Text Template Maintenance process.

Process Stages	
Stage	**Description**
1	Do you want to establish reimbursable agreement print template for a bureau? • When *yes*, enter print template. • When *no,* stop.

Report Text Template Maintenance Screen (RADG007)

This section provides information about the Process Report Text Template Maintenance Screen (RADG007), including

- about the Report Text Template Maintenance Screen (RADG007)
- using the Report Text Template Maintenance Screen (RADG007), and
- example of the Report Text Template Maintenance Screen (RADG007).

About the Report Text Template Maintenance Screen (RADG007)

Introduction

This topic provides information about the Report Text Template Maintenance Screen (RADG007), including

- purpose
- when to use
- accessing the Report Text Template Maintenance Screen (RADG007)
- example of the Report Text Template Maintenance Screen (RADG007)
- tasks involved, and
- field description table.

Purpose

The purpose of the Report Text Template Maintenance Screen (RADG007) is to record standard text to be printed on the Agreement Notification report. The data recorded and maintained by this screen includes template code, template description, text, active status, and active date.

When to use

Use the Report Text Template Maintenance Screen (RADG007) to record standard text to be printed on the Agreement Notification report.

Note: When a user creates a reimbursable on the Reimbursable Agreement Screen ~ Control Section (RADG002), the user will enter on the agreement the applicable template codes previously established on the Report Text Template Maintenance Screen (RADG007).

Accessing the Report Text Template Maintenance Screen (RADG007)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **Reports** folder.
2	Click on the **Report Text Template Maintenance (RADG007)** icon. ***Result:*** The Report Text Template Maintenance Screen (RADG007) is displayed.

Example of the Report Text Template Maintenance Screen (RADG007)

An example of the screen follows.

Report Text Template Maintenance Screen (RADG007)

Tasks involved

The major task accomplished with the Report Text Template Maintenance Screen (RADG007) is

- record template text

Field description table

The following table describes each field on the Report Text Template Maintenance Screen (RADG007).

Field Description Table		
Field	**Type**	**Description**
BUREAU CODE	• required • user entered • display width = 2 digits	This field identifies the bureau for which a report will be produced. There are no edits or system logic for this field.
NAME	• displayed • not updateable	This field displays the name of the bureau derived from bureau code entered.
TEMPLATE CODE	• required • user entered • display width = 10 characters	This field identifies the template code. If users do not enter template code, the system will display error message. *Note:* Code will display on RADG002 Print tab if related.
DESCRIPTION	• required • user entered	This field identifies the template description. *Note:* Description will appear on report if template code listed on RADG002 Print tab if related.
TEXT	• required • user entered (field can be modified if Active flag is "N")	This field allows the user to enter fixed text to appear on the Agreement Notification report. *Note:* Text will appear on report if template code listed on RADG002 Print tab.
COMPRESS FLAG	• checkmark box • user entered • display width = 1 character	This field indicates whether the template text is going to be printed in font size 8 or 10.

ACTIVE	• required • user entered • indicator flag	The flag in this is field indicates whether template is active. There are no edits or system logic for this field. *Note*: If the template is inactive, the user cannot select the template when creating a reimbursable agreement.
ACTIVE DATE	• displayed • not updateable by user entry	This field indicates the system generated date active status of text is effective.

Using the Report Text Template Maintenance Screen (RADG007)

Introduction

This topic provides information about using the Report Text Template Maintenance Screen (RADG007), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need to:

- know the standard text to be included on the Acceptance Notification report.

Procedures

Following are procedures to

- record template text

Record Template text

Follow the steps in the table below to record template text.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Report Text Template Maintenance Screen (RADG007).
2	ENTER QUERY	Select enter query button from the toolbar. **Result:** The fields turn white and user can enter data.
3	BUREAU CODE	Click inside this field and enter the bureau code or select from LOV. **Result**: The bureau code is displayed.
4	NAME	The name of the bureau is displayed based on the bureau code entered.

5	TEMPLATE CODE	Click inside this field and enter template code. *Result*: The template code is displayed.
6	DESCRIPTION	Click inside this field and enter a description. *Result*: A description of the template is displayed.
7	TEXT	Click inside this field and enter the desired text. *Result*: The text entered is displayed.
8	COMPRESS FLAG	Do you want template text to be printed in font size 8? • If yes, click inside field. *Result*: A check mark is displayed. • If no, leave box unchecked.
9	ACTIVE	Do you want to indicate that status is active? • If yes, click inside field. *Result*: A check mark is displayed. • If no, leave box unchecked.
10	ACTIVE DATE	The system generated active is displayed.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Template code must be entered.	This error message is displayed if there is no information in the template code field. Enter template code.

Process Reimbursable Agreement

Overview

The purpose of this program is to record a control record and related information for reimbursable activities being funded by a customer. The user has eight tabs to enter related reimbursable agreement detail information: Document, Customer, Note, FY Funding, Print, Orders, Projects, and Mod/ Admin Chg.

Introduction

This chapter provides information about the Reimbursable Agreement process, including

- [purpose](#)
- [in this part](#), and
- [additional resources](#).

Purpose

The purpose of this chapter is to provide

- an overview of the Process Reimbursable Agreement process
- descriptions of the task-related user screens
- procedures for using each of the screens, and
- guidance for troubleshooting and error messages.

In this part

This part contains the following sections:

- [Reimbursable Agreement Screen ~ Control Section (RADG002)](#)
- [Reimbursable Agreement Screen ~ Document Tab (RADG002](#)
- [Reimbursable Agreement Screen ~ Customer Tab (RADG002)](#)
- [Reimbursable Agreement Screen ~ Note Tab (RADG002)](#)
- [Reimbursable Agreement Screen ~ FY Funding Tab (RADG002)](#)
- [Reimbursable Agreement Screen ~ Print Tab (RADG002)](#)
- [Reimbursable Agreement Screen ~ Orders Tab (RADG002)](#)
- [Reimbursable Agreement Screen ~ Projects Tab (RADG002)](#)
- [Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002)](#)

Additional resources

For information about the Department of Commerce and finances, refer to the following references:

Government accounting information	DoC Accounting Principles and Standards Handbook
U.S. Federal financial information, laws, regulations and reports	www.financenet.gov
SF-224, 2108 and FACTS	www.treas.gov
Treasury Finance Manual	www.fms.treas.gov
Department of Commerce Homepage	www.osec.doc.gov
CAMS Homepage	www.camsic.osec.doc.gov

Process Workflow and Stages

This section provides information about the Process Reimbursable Agreement process flow, including

- process workflow, illustrating the high-level flow, and
- process stages, describing each stage in the process.

Process workflow

The purpose of this screen is to record a control record and related information for reimbursable activities being funded by a customer. The user has nine sections to enter or view detail information related to reimbursable agreement:

Control Section

The control section is used to create and modify a reimbursable agreement number or temporary work authority (TWA) number. The control section will store the information like bureau code, fund code, customer number, formal agreement flag, formal agreement number, TWA number, modification change number, administrative change number, transaction amount, extramural support amount, TWA level 1 amount and TWA level 2 amounts.

Document Tab

The Document tab is used to enter the Performance and Status related information. Performance related information includes: period of performance dates, TWA date, acceptance date, termination date, contract type, and work type. Status related information includes: economy act flag, hold billing flag, notify employee, reimbursable agreement status, active status, active status date, approved flag, approver and date approved. The Document tab also displays the total agreement amount, total orders accepted to date, total billed WIP since last WIP run, total unreleased WIP since last WIP run and total expenditures to date for all fiscal years or a particular fiscal year.

Customer Tab

The Customer tab allows the user to enter the Billing Customer, Contact, Sponsor and Receiving Customer related information. The billing type is related to the billing customer. Contact information includes the names and addresses for the acceptance, invoice, and financial reporting customer contacts set up on AR070.

Note Tab

The Note tab allows the user to enter notes about the agreement.

Fiscal Year Funding Tab

The FY Funding tab allows the user to distribute the total agreement amount up to five years. A Control Customer Order flag is used to limit the customer order amount within the fiscal year limit.

Print Tab

The Print tab allows the user to define the fixed text to be printed on the Agreement Acceptance Notification. The Template Codes from Report Text Template Maintenance Screen (RADG007) are captured here.

Orders Tab

The Orders tab allows the user to view orders that have been submitted against the agreement Unfilled Customer Orders (RADG003). The customer order number, acceptance date, order amount, total allocated amount, unbilled amount and billed amount may be reviewed. The user may also click the View/Mod Order button to view or modify a selected customer order, or click the Create New Order button to access RADG003 screen to create a new order.

Projects Tab

The Projects tab displays the projects associated with an agreement, the related order amount distributed to the project, and the project's percentage representation in the agreement.

Mod/Admin Chg Tab

The Mod/Admin Chg tab allows the user to view all the modifications and administration changes to the agreement. The agreement type, modification number, administrative change number, modification date, current agreement amount, period of performance dates and acceptance date may be reviewed. The user may also click the View Mod/Chg button to view a selected modification or administrative change.

The following workflow model presents a high-level overview of the Process Reimbursable Agreement process.

Stage	Screen

RADG002 - Reimbursable Agreement Screen ~ Control Section

Use this screen to create and modify reimbursable agreement.

RADG002 - Reimbursable Agreement Screen ~ Document Tab

Use this screen to enter Performance and Status related information.

RADG002 - Reimbursable Agreement Screen ~ Customer Tab

Use this screen to enter Customer information.

Create and modify Administratively changed Reimbursable Agreement

RADG002 - Reimbursable Agreement Screen ~ Note Tab

Use this screen to enter notes.

RADG002 - Reimbursable Agreement Screen ~ FY Funding Tab

Use this screen to distribute the agreement amount to fiscal year.

RADG002 - Reimbursable Agreement Screen ~ Print Tab

Use this screen to specify fixed printed text.

RADG002 - Reimbursable Agreement Screen ~ Orders Tab

Use this screen to view order summary.

View summary of Customer Orders issued and projects supporting Reimbursable Agreement

RADG002 - Reimbursable Agreement Screen ~ Mod/ Admin Chg Tab

Use this screen to view reimbursable agreement modifications and administrative changes.

RADG002 - Reimbursable Agreement Screen ~ Projects Tab

Use this screen to display summary of projects associated with an agreement.

Process stages

The following table describes each stage of the Process Reimbursable Agreement process.

	Process Stages
Stage	**Description**
1	Do you want to create a reimbursable agreement? • When *yes*, • enter reimbursable agreement. • When *no,* go to stage 2.
2	Do you want to modify a reimbursable agreement? • When *yes*, • modify reimbursable agreement. • When *no,* go to stage 3.
3	Do you want to view summary of customer orders issued or projects supporting agreement? • When *yes*, • view customer order and project summary. • When *no,* go to stage 4.
4	Do you want to view reimbursable agreement modifications or administrative changes? • When *yes*, • view reimbursable agreement modifications or administrative changes. • When *no,* stop.

Reimbursable Agreement Screen ~ Control Section (RADG002)

This section provides information about the Reimbursable Agreement Screen ~ Control Section (RADG002), including

- about the Reimbursable Agreement Screen ~ Control Section (RADG002)
- using the Reimbursable Agreement Screen ~ Control Section (RADG002), and
- example of the Reimbursable Agreement Screen ~ Control Section (RADG002).

About the Reimbursable Agreement Screen ~ Control Section (RADG002)

Introduction

This topic provides information about the Reimbursable Agreement Screen ~ Control Section (RADG002), including

- purpose
- when to use
- accessing the Reimbursable Agreement Screen ~ Control Section (RADG002)
- example of the Reimbursable Agreement Screen ~ Control Section (RADG002)
- tasks involved, and
- field description table.

Purpose

The purpose of the Reimbursable Agreement Screen ~ Control Section (RADG002) is to create and modify a reimbursable agreement number or temporary work authority (TWA) number. The control section will store the information like bureau code, fund code, customer number, formal agreement flag, formal agreement number, TWA number, modification change number, administrative change number, transaction amount, extramural support amount, TWA level 1 amount and TWA level 2 amounts.

Note: Once the RA or TWA is approved, many fields are protected and may not be modified or updated by the user.

When to use

Use the Reimbursable Agreement Screen ~ Control Section (RADG002) to create and modify a reimbursable agreement or temporary work authority (TWA) number and store associated information (bureau code, fund code, customer number, etc.)

Accessing the Reimbursable Agreement Screen ~ Control Section (RADG002)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **Reimbursable Agreement** folder. *Result:* The Reimbursable Agreement Screen ~ Control Section (RADG002) is displayed.

Example of the Reimbursable Agreement Screen ~ Control Section (RADG002)

An example of the screen follows.

Reimbursable Agreement Screen ~ Control Section (RADG002)

Tasks involved

The major tasks accomplished with the Reimbursable Agreement Screen ~ Control Section (RADG002) are

- create RA or TWA
- modify RA or TWA
- administratively change RA or TWA

Field Description Table

The following table describes each field on the Reimbursable Agreement Screen ~ Control Section (RADG002).

Field Description Table		
Field	**Type**	**Description**
BUREAU	• required • user entered • LOV is available • displayed width = 2 digits	This field identifies the performing bureau. *Note:* Field may not be modified once the agreement or TWA is approved.
CUSTOMER NO	• required • user entered • LOV is available • displayed width = 10 digits	Identifies the customer who will be billed for reimbursable services.
CUSTOMER NAME	• displayed • not updateable	Identifies the name of the customer. This field is auto-populated when user entered the customer number.
CONTROL NO	• displayed • not updateable	Identifies the system generated number that identifies the reimbursable agreements. System generated after first approval of TWA or formal agreement. System assigns the next sequential number.
FUND CODE	• required • user entered • LOV is available • display width = 2 digits	Identifies the fund receiving the reimbursable funding.
CUSTOMER REF NO	• user entered • display width = 30 characters	Identifies the customer's reference number for the reimbursable agreement. *Note:* Will display on Customer Order (RADG003) if agreement number is referenced on RADG003.

BUREAU REF NO	• user entered • display width = 15 characters	Identifies performing agency's internal reference number for the reimbursable agreement. There are no edits or system logic for this field.
FORMAL AGREEMENT	• required • user entered	Flag that indicates whether this is a Formal agreement or TWA. "Y" = formal agreement "N" = TWA. *Note:* A formal agreement is an agreement that has been formally negotiated between the customer and the servicing agency (agency filling customer orders). Parties (other federal agencies or private sector business concerns) request work, in the form of goods or services, from the servicing agency by way of a Reimbursable Agreement document.
CONTRACT NO	• required • user entered • display width = 30 characters	Identifies the formal reimbursable agreement assigned by user. Required if the Formal Agreement field is "Y" otherwise should be blank.
MOD NO	• displayed • not updateable	Identifies sequential modification changes to agreement. When a formal agreement was set up the MOD NO. is set to zero. When the user makes modifications the MOD NO. increases by 1. System assigns next sequential number for the modification. The initial agreement is assigned MOD NO. 000. *Note:* A modification represents a change to the agreement that must be formally accepted by the customer.

ADMIN CHG NO	• displayed • not updateable	Identifies sequential administrative changes to agreement. When a formal agreement was set up the ADMIN CHG NO. is set to zero. When the user makes changes the ADMIN CHG NO increases by 1. System assigns next sequential number for the administrative change. The initial agreement is assigned ADMIN CHG NO 000. *Note:* An administrative change to the agreement represents corrections/changes that do not have to be formally accepted by the customer. These changes are typically corrections of keying errors.
TWA NO	• required • user entered • display width = 30 characters	Identifies the temporary work agreement in place before a formal agreement is in place. Required if Formal Agreement field is "N". *Note:* A TWA is a tentative agreement in anticipation of a formal agreement.
MOD NO	• not updateable • highest value = 999	Identifies sequential modification changes to TWA. When a TWA is set up, the MOD NO. is set to zero. When the user makes a modification the MOD NO increases by 1. System assigns next sequential number for the modification. The initial TWA is assigned MOD NO 000. *Note:* A modification represents a change to the TWA that must be formally accepted by the customer.

ADMIN CHG NO	• displayed • not updateable	Identifies sequential administrative changes to TWA. When the TWA is set up the ADMINISTRATIVE CHANGE NO. is set to zero. When the user makes administrative changes. ADMIN CHG NO increases by 1. System assigns next sequential number for the administrative change. The initial TWA is assigned ADMIN CHG NO 000. *Note:* An administrative change to the TWA represents corrections/changes that do not have to be formally accepted by the customer. These changes are typically corrections of keying errors.
TRANS AMOUNT	• user entered • display width = 17 digits	Identifies the amount of the agreement or TWA transaction. The amount must be greater than the sum of TWA level 1 and level 2 for the formal agreement. *Note:* This amount defaults to the Mod Amount field on the FY Funding Tab.
EXTRAMURAL SUPPORT	• user entered • display width = 17 digits	Identifies estimated funds authorized in another agency project that is planned for 'pass-through' contracts. There are no edits or system logic for this field.
TWA LEVEL 1	• user entered • format = 99, 999, 999, 990.00	Identifies the estimated amount of funding based on letter of commitment, but no formal agreement. For a TWA, either the level 1 amount and or level 2 amounts must be entered.
TWA LEVEL 2	• user entered • format = 99, 999, 999, 990.00	Identifies the estimated amount of funding based on ongoing negotiations, but no letter of commitment or formal agreement. For a TWA, either the level 1 amount and or level 2 amounts must be entered.

Using the Reimbursable Agreement Screen ~ Control Section (RADG002)

Introduction

This topic provides information about using the Reimbursable Agreement Screen ~ Control Section (RADG002), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need to

- know whether you are processing a formal agreement or a temporary work authority.

Procedures

Following are procedures to

- create RA or TWA
- modify RA or TWA
- administratively change RA or TWA

Create RA or TWA

Follow the steps in the table below to create RA or TWA.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Reimbursable Agreement Screen ~ Control Section (RADG002).
2	BUREAU	Click inside this field and enter the bureau code or select from LOV. *Result*: The bureau code is displayed.
3	CUSTOMER NO	Click inside this field and enter the customer number or select from LOV. *Result*: The customer number is displayed.

4	FUND	Click inside this field and enter the fund code or select from LOV. ***Result:*** The fund code is displayed.
5	FORMAL AGREEMENT	Do you want to create a formal agreement? If *yes*, click in field and go to step 6. ***Result:*** A checkmark is displayed. If *no*, leave blank and go to step 7.
6	RA/CONTRACT NO	If entering a formal agreement, click field and enter RA/Contract No.
7	TWA NO	If entering a TWA, click inside this field and enter the TWA number. ***Result:*** The TWA number is displayed.
8	TRANS AMOUNT	Click inside this field and enter the transaction amount. ***Result:*** The transaction amount is displayed.
9	EXTRAMURAL SUPPORT	Click field and enter amount.
10	TWA LEVEL 1	If entering a TWA, click inside this field and enter the TWA Level 1 amount. ***Result:*** The amount is displayed.
11	TWA LEVEL 2	If entering a TWA, click inside this field and enter the TWA Level 2 amount. ***Result:*** The amount is displayed.

Modify RA or TWA

Follow the steps in the table below to modify RA or TWA.

	Procedure Table	
Step	**Field**	**Action**
1	N/A	Access the Reimbursable Agreement Screen ~ Control Section (RADG002).
2	VARIOUS FIELDS	Perform query – See common tasks. *Note:* After queried record is displayed, user must click CREATE MOD button at the bottom of the RADG002 screen.
3	BUREAU, CUSTOMER NO, FUND, RA/CONTRACT NO, TWA NO	Fields are displayed. *Note:* These fields cannot be modified.
4	FORMAL AGREEMENT	Do you want to modify a TWA to create a formal agreement? • If *yes*, click inside field. **Result**: A checkmark is displayed. • If *no*, leave blank.
5	TRANS AMOUNT, TWA LEVEL 1, TWA LEVEL 2	Click inside this field and make the necessary changes. *Result:* The change is displayed. *Note:* The Period of Performance on the Document Tab may also be modified.

Administratively Change RA or TWA

Follow the steps in the table below to administratively change RA or TWA.

	Procedure Table	
Step	**Field**	**Action**
1	N/A	Access the Reimbursable Agreement Screen ~ Control Section (RADG002).

2	VARIOUS FIELDS	Perform query – See common tasks. *Note:* After the queried record is displayed, user must click the CREATE CHG button at the bottom of the RADG002 screen.
3	BUREAU, CUSTOMER NO, FUND, RA/CONTRACT NO, TWA NO	Fields are displayed. *Note:* These fields cannot be changed.
4	CUSTOMER REF NO, BUREAU REF NO, TRANS AMOUNT, EXTRAMURAL SUPPORT, TWA LEVEL 1, TWA LEVEL 2	Click inside this field and make the necessary changes. *Result:* The change is displayed. *Note:* Other fields on the Document Tab, Customer Tab, Note Tab, FY Funding Tab, and Print Tab may be administratively changed as well.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Mod Amount Total does not agree with Trans Amount	Enter the correct amount.
Agreement Number must be entered.	Enter the Agreement number
TWA Number must be entered.	Enter the TWA number.
TWA Level 1 or Level 2 amount is required for the approval of the agreement.	Enter the amount.

Reimbursable Agreement Screen ~ Document Tab (RADG002)

This section provides information about the Reimbursable Agreement Screen ~ Document Tab (RADG002), including

- about the Reimbursable Agreement Screen ~ Document Tab (RADG002)
- using the Reimbursable Agreement Screen ~ Document Tab (RADG002), and
- example of the Reimbursable Agreement Screen ~ Document Tab (RADG002).

About the Reimbursable Agreement Screen ~ Document Tab (RADG002)

Introduction

This topic provides information about the Reimbursable Agreement Screen ~ Document Tab (RADG002), including

- purpose
- when to use
- accessing the Reimbursable Agreement Screen ~ Document Tab (RADG002)
- example of the Reimbursable Agreement Screen ~ Document Tab (RADG002)
- tasks involved, and
- field description table.

Purpose

The purpose of the Reimbursable Agreement Screen ~ Document Tab (RADG002) is to enter performance and status related information. Performance related information includes: period of performance dates, TWA date, acceptance date, termination date, contract type, and work type. Status related information includes: economy act flag, hold billing flag, notify employee, reimbursable agreement status, active status, active status date, approved flag, approver and date approved. The Document tab also displays the total agreement amount, total orders accepted to date, total billed Work-in-Progress (WIP) since last WIP run, total unreleased WIP since last WIP run and total WIP to date for all fiscal years or a particular fiscal year.

When to use

Use the Reimbursable Agreement Screen ~ Document Tab (RADG002) to enter performance and status related information. Use Document tab to also view the total agreement amount, total orders accepted to date, total billed WIP since last WIP run, total unreleased WIP since last WIP run and total expenditures to date for all fiscal years or a particular fiscal year.

Accessing the Reimbursable Agreement Screen ~ Document Tab (RADG002)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **Reimbursable Agreement** folder. *Result:* The Reimbursable Agreement Screen ~ Control Section (RADG002) is displayed.
2	Click on the **Document Tab**. *Result:* The Reimbursable Agreement Screen ~ Document Tab (RADG002) is displayed.

Example of the Reimbursable Agreement Screen ~ Document Tab (RADG002)

An example of the screen follows.

Reimbursable Agreement Screen ~ Document Tab (RADG002)

Tasks involved

The major task accomplished with the Reimbursable Agreement Screen ~ Document Tab (RADG002) is

- enter performance and status related information

Field description table

The following table describes each field on the Reimbursable Agreement Screen ~ Document Tab (RADG002).

Field Description Table		
Field	**Type**	**Description**
(PERIOD OF PERFORMANCE) FROM	• required • updateable • format = DD-MON-YYYY	Identifies the begin date for which the TWA or Agreement is valid for entry of new unfilled customer orders. Field may not be modified once the Agreement or TWA is approved.
(PERIOD OF PERFORMANCE) TO	• required • updateable • format = DD-MON-YYYY	Identifies the end date for which the TWA or Agreement is valid for entry of new unfilled customer orders. This field must be greater than or equal to the Period of Performance Date.
TWA DATE	• user entered • updateable	Identifies date the TWA was initiated. Field is required if the TWA No. was entered in the control section.
TERMINATION DATE	• updateable • format = DD-MON-YYYY	Identifies date the agreement was terminated. User cannot enter future termination date. Field may not be modified once the Agreement or TWA is approved. *Note*: Reimbursable activities discontinue when user checks this field. No additional customer orders may be issued against the agreement and agreement may not be included in reports.

ACCEPTANCE DATE	• updateable • format = DD-MON-YYYY	Identifies the date the reimbursable agreement was accepted by the bureau. *Note:* Use for Reimbursable Agreements Accepted Reports (RADG004).
ORGANIZATION	• user entered • updateable • LOV available	Code identifies the organization within the bureau accepting the reimbursable agreement. Required if Formal Agreement field is "Y" in the control section.
CONTRACT TYPE	• user entered • display length = 6 characters	Identifies the type of contract represented by the agreement.
WORK TYPE	• displayed • updateable	Identifies the type of work associated with the agreement.
ACCEPTANCE TEXT	• displayed • updateable	Allows user to describe agreement scope and purpose. *Note:* Text will appear on Acceptance Notification Report (RADG106).
FISCAL YEAR	• required	Identifies the fiscal year or all years for which summary information is displayed.
AGREEMENT AMT	• displayed • not updateable	Indicates the total amount of the agreement, across all (or each) fiscal years.
ORDERS ACCEPTED	• displayed • not updateable	Indicates the amount of unfilled customer orders accepted against the TWA or agreement.
BILLED WIP	• displayed • not updateable	Indicates the amount of WIP costs released for billing. *Note*: This field is automatically updated by the system when the Billing Interface Screen (RADG006) is run. The field reflects WIP results for which a billing has been processed. WIP results for which a billing has not been processed using the Billing Interface Screen (RADG006) are not reflected here.

UNRELEASED WIP	• displayed • not updateable	Indicates the amount of allocated WIP costs held and not billed. *Note*: This field is automatically updated by the system when the Billing Interface Screen (RADG006) is run. The field reflects WIP results for which a billing has been processed. WIP results for which a billing has not been processed using the Billing Interface Screen (RADG006) are not reflected here.
TOTAL WIP	• displayed • not updateable	Indicates total costs applied/allocated to the orders associated with an agreement. *Note*: This field is automatically updated by the system when the Billing Interface Screen (RADG006) is run. The field reflects WIP results for which a billing has been processed. WIP results for which a billing has not been processed using the Billing Interface Screen (RADG006)are not reflected here.
ECONOMY ACT	• updateable • default value "N"	Flag indicating whether agreement is subject to Economy Act. "Y" = for subject to Economy Act and "N" = not subject to Act. *Note*: See Glossary for definition of Economy Act.
HOLD BILLING	• required • updateable	Flag indicating whether or not a WIP bill for a reimbursable agreement shall be released. "N" = for an agreement and "Y" = for a TWA.
RA STATUS	• displayed • updateable • display length = 6 characters	Indicates the processing stage status for the agreement.

DATE	• displayed • not updateable by user • format = DD-MON-YYYY	Indicates system generated date agreement status is effective. Required if RA status field is entered.
ACTIVE STATUS	• displayed • not updateable	Indicates whether agreement or TWA is active to receive customer orders. "Y" = active and "N" = not active. The default status is "N" when an agreement of TWA is approved, the status changes to "Y" (except for the terminated agreement or TWA).
DATE	• displayed • not updateable	This field display the system generated date when the change is approved and the active status is effective.
NOTIFY EMPLOYEE	• user entered • updateable • LOV available	Indicates employee name of the person who should receive email notification each time a customer order is approved.

Using the Reimbursable Agreement Screen ~ Document Tab (RADG002)

Introduction

This topic provides information about using the Reimbursable Agreement Screen ~ Document Tab (RADG002), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need to complete the following in the control section:

- appropriate dates
- contract type
- work type
- status agreement

Procedures

Following are procedures to

- Enter performance and status related information

Enter performance and status related information
Follow the steps in the table below to enter performance and status related information.

Step	Field	Action
Procedure Table		
1	N/A	Access the Reimbursable Agreement Screen ~ Document Tab (RADG002).
2	PERIOD FROM	Click inside this field and enter the start date. *Result*: The date is displayed.
3	PERIOD TO	Click inside this field and enter the end date. *Result*: The date is displayed.

4	TWA DATE	Click inside this field and enter the TWA date.
		Result: The date is displayed.
5	FISCAL YEAR	Click inside this field and select the fiscal year from the drop down menu.
		Result: The year is displayed.
6	TERMINATION DATE	Click inside this field and enter the date.
		Result: The date is displayed.
7	ACCEPTANCE DATE	Click inside this field and enter the date.
		Result: The date is displayed.
8	ORGANIZATION	Click inside this field and enter the code.
		Result: The code is displayed.
9	CONTRACT TYPE	Click inside this field and enter the code.
		Result: The code is displayed.
10	WORK TYPE	Click inside this field and enter the code.
		Result: The code is displayed.
11	ACCEPTANCE TEXT	Click inside this field and enter the desired text.
		Result: The text is displayed.
12	HOLD BILLING	If bill is for release, click inside this field.
		Result: A checkmark is displayed.
13	RA STATUS	Click inside this field and enter the processing stage status.
		Result: The status is displayed.
14	DATE	Click inside this field and enter the effective date of agreement.
		Result: The date is displayed.

15	ACTIVE STATUS	Click inside this field if agreement or TWA is active.
		Result: A checkmark is displayed.
16	DATE	Click inside this field and enter the date active status is effective.
		Result: The text is displayed.
17	NOTIFY EMPLOYEE	Click inside this field and enter the name of employee from LOV to receive notification.
		Result: The name is displayed.
18	AGREEMENT AMT, ORDERS ACCEPTED, BILLED WIP, UNRELEASED WIP, TOTAL WIP	Fields are displayed.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Future dates are not allowed in the termination date.	Enter the correct termination date.
	The user cannot enter date greater than current date.
Period of Performance end date must be greater than the begin date.	The Period of Performance "From" date must be greater than or equal to the "To" date. Otherwise, system will display error message.
	Enter valid "To" date.

Reimbursable Agreement Screen ~ Customer Tab (RADG002)

This section provides information about the Reimbursable Agreement Screen ~ Customer Tab RADG002), including

- about the Reimbursable Agreement Screen~ Customer Tab RADG002)
- using the Reimbursable Agreement Screen ~ Customer Tab RADG002), and
- example of the Reimbursable Agreement Screen ~ Customer Tab RADG002).

About the Reimbursable Agreement Screen ~ Customer Tab (RADG002)

Introduction

This topic provides information about the Reimbursable Agreement Screen ~ Customer Tab RADG002), including

- purpose
- when to use
- accessing the Reimbursable Agreement Screen ~ Customer Tab RADG002)
- example of the Reimbursable Agreement Screen ~ Customer Tab (RADG002)
- tasks involved, and
- field description table.

Purpose

The purpose of the Reimbursable Agreement Screen ~ Customer Tab RADG002 is to allow the user to enter the Billing Customer, Contact, Sponsor and Receiving Customer related information. The billing type is related to the billing customer. Contact information includes the names and addresses for the acceptance, invoice, and financial reporting customer contacts.

When to use

Use the Reimbursable Agreement Screen ~ Customer Tab RADG002) to tab enter the Billing Customer, Contact, Sponsor and Receiving Customer related information.

Accessing the Reimbursable Agreement Screen ~ Customer Tab (RADG002)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **Reimbursable Agreement** folder. *Result:* The Reimbursable Agreement Screen ~ Control Section (RADG002) is displayed.
2	Click on **Customer Tab**. *Result:* The Reimbursable Agreement Screen ~ Customer Tab (RADG002) is displayed.

Example of the Reimbursable Agreement Screen ~ Customer Tab (RADG002)

An example of the screen follows.

Reimbursable Agreement Screen ~ Customer Tab (RADG002)

Tasks involved

The major task accomplished with the Reimbursable Agreement Screen ~ Customer Tab RADG002) is

- enter customer information

Field description table

The following table describes each field on the Reimbursable Agreement Screen ~ Customer Tab RADG002).

Field Description Table		
Field	**Type**	**Description**
BILLING TYPE	• required • LOV available	Identifies the type of billing to be used for the agreement. The values for the population list are "WIP" and "ADV".
INVOICE CONTACT: NO	• required • user entered • LOV available	Identifies codes for customer/customer contact information for invoice associated with agreement.
INVOICE CONTACT: NAME	• displayed • not updateable	The name of the Customer Invoice Contact. Field is auto populated based on Invoice Contact No. entered.
REMIT CODE	• required • user entered • LOV available	Identifies the mailing address to which customer is to send payments.
ACCEPTANCE CONTACT: NO	• user entered • LOV available • display length = 6 digits	Identifies code for customer/customer contact information to accept the agreement.
ACCEPTANCE: NAME	• displayed • not updateable	The name of the Customer Acceptance Contact. Field is auto populated based on Acceptance Contact No. entered.
ADMIN OFFICE	• required • user entered • LOV available • Display length = 6 digits	Identifies the office that processes the receivable associated with agreement.
FINANCIAL REPORT CONTACT: NO	• user entered • LOV available • display length = 6 digits	Identifies code for customer/customer contact information for Financial Report.

FINANCIAL REPORT CONTACT: NAME	• displayed • not updateable	The name of the Customer Financial Report Contact. Field is auto populated based on Financial Report Contact No.
ORIG OFFICE	• user entered • LOV available • display length = 6 characters	Identifies the office in which the agreement receivable originated.
DETAIL BILLING STATEMENT	• required • user entered	Flag indicating whether a reimbursable customer is to receive a detail WIP bill. Allowable values 'Y' and 'N'.
SPONSOR CODE	• displayed • not updateable	Identifies the code for the unit within the customer agency that is the sponsor for the agreement.
RECV CUST NO	• user entered • updateable • LOV available	Identifies the customer benefiting from the reimbursable services.
RECV CUST ALC	• displayed • not updateable	Identifies the Agency Location Code (ALC) of the customer benefiting from the reimbursable services. Field is auto populated from Recv. Customer No.
RECV CUST NAME	• displayed • not updateable	Identifies the name of the customer benefiting from the reimbursable services. Field is auto populated from Recv. Customer No.

Using the Reimbursable Agreement Screen ~ Customer Tab (RADG002)

Introduction

This topic provides information about using the Reimbursable Agreement Screen ~ Customer Tab RADG002), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need to:

- know whether the reimbursable customer is required to submit advances and whether the customer is to receive a detail billing statement.

Procedures

Following are procedures to

- enter customer information

Enter customer information

Follow the steps in the table below to enter customer information.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Reimbursable Agreement Screen ~ Customer Tab RADG002).
2	BILLING TYPE	Select the billing type from the drop down menu. *Result:* The billing type is displayed.
3	INVOICE CONTACT: CONTACT NO	Enter the Contact number or select from LOV. *Result:* The contact number is displayed.
4	INVOICE CONTACT: NAME	The information in this field is displayed.

5	REMIT CODE	Enter the remit code or select from LOV. *Result:* The remit code is displayed.
6	ACCEPTANCE CONTACT: CONTACT NO	Enter the number or select from LOV. *Result:* The remit code is displayed.
7	ACCEPTANCE CONTACT: NAME	The information in this field is displayed.
8	ADMIN OFFICE	Enter the admin office or select from LOV. *Result:* The admin office name is displayed.
9	FINANCIAL REPORT CONTACT: CONTACT NO	Enter number or select from LOV. *Result:* The number is displayed.
10	FINANCIAL REPORT CONTACT: NAME	The information in this field is displayed.
11	ORIG OFFICE	Enter the orig office name or select from LOV. *Result:* The orig office name is displayed.
12	DETAIL BILLING STATEMENT	Do you want the customer to receive a detail billing statement? • If *yes*, click inside field. *Result:* A checkmark is displayed. • If *no*, leave blank.
13	SPONSOR CODE	The code is displayed.
14	RECV CUST NO	Enter the number or select from LOV. *Result:* The number is displayed.
15	RECV CUST ALC	The code is displayed.
16	RECV CUST NAME	The name is displayed.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
The Invoice Contact number is missing.	Enter the invoice contact number.

Reimbursable Agreement Screen ~ Note Tab (RADG002)

This section provides information about the Process Reimbursable Agreement ~ Note Tab (RADG002), including

- about the Reimbursable Agreement Screen ~ Note Tab (RADG002)
- using the Reimbursable Agreement Screen ~ Note Tab (RADG002), and
- example of the Reimbursable Agreement Screen ~ Note Tab (RADG002).

About the Reimbursable Agreement Screen ~ Note Tab (RADG002)

Introduction

This topic provides information about the Reimbursable Agreement Screen ~ Note Tab (RADG002), including

- purpose
- when to use
- accessing the Reimbursable Agreement Screen ~ Note Tab (RADG002)
- example of the Reimbursable Agreement Screen ~ Note Tab (RADG002)
- tasks involved, and
- field description table.

Purpose

The purpose of the Reimbursable Agreement Screen ~ Note Tab (RADG002) is to allow the user to enter notes about the agreement.

When to use

Use the Reimbursable Agreement Screen ~ Note Tab (RADG002) to enter notes on the agreement.
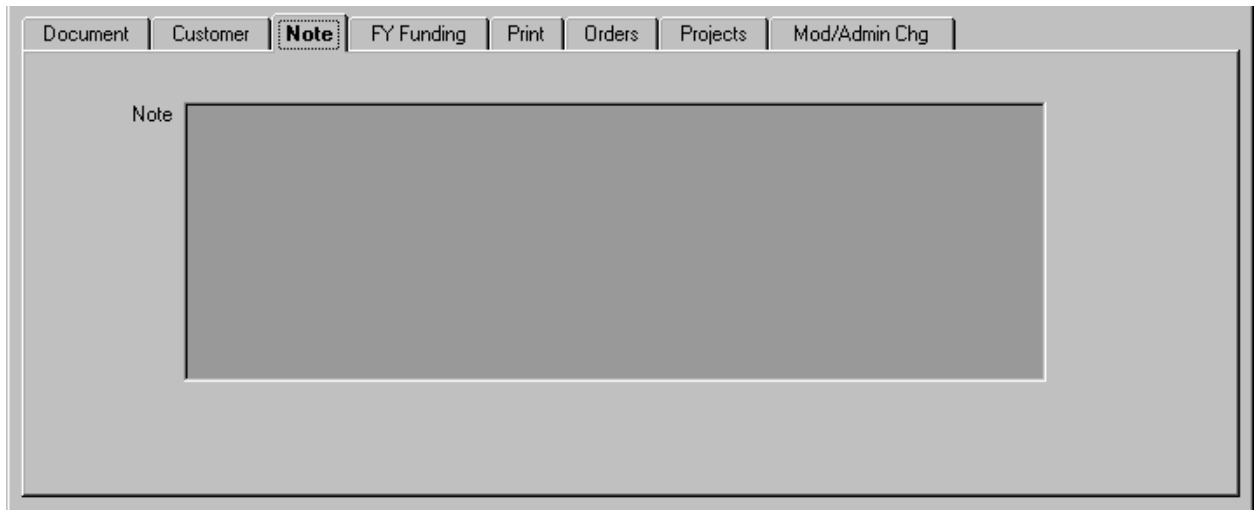
Accessing the Reimbursable Agreement Screen ~ Note Tab (RADG002)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **Reimbursable Agreement** folder. *Result:* The Reimbursable Agreement Screen ~ Control Section (RADG002) is displayed.
2	Click on the **Note Tab**. *Result:* The Reimbursable Agreement Screen ~ Note Tab (RADG002) is displayed.

Example of the Reimbursable Agreement Screen ~ Note Tab (RADG002)

An example of the screen follows.

Reimbursable Agreement Screen ~ Note Tab (RADG002)

Tasks involved

The major task accomplished with the Reimbursable Agreement Screen ~ Note Tab (RADG002) is

- enter notes

Field description table

The following table describes each field on the Reimbursable Agreement Screen ~ Note Tab (RADG002).

Field Description Table		
Field	**Type**	**Description**
NOTE	• user entered • updateable • display length = 2000 characters	This field allows the user to enter text to describe the change of agreement. There are no edits or system logic for this field.

Using the Reimbursable Agreement Screen ~ Note Tab (RADG002)

Introduction

This topic provides information about using the Reimbursable Agreement Screen ~ Note Tab (RADG002), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

There are no tasks to be performed prior to this procedure.

Procedures

Following are procedures to

- enter notes

Enter notes

Follow the steps in the table below to enter notes.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Reimbursable Agreement Screen ~ Note Tab (RADG002).
2	NOTE	Enter the desired note text. *Result:* The notes entered are displayed.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
There are no error messages for this screen.	None.

Reimbursable Agreement Screen ~ FY Funding Tab (RADG002)

This section provides information about the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002), including

- about the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002)
- using the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002), and
- example of the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002).

About the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002)

Introduction

This topic provides information about the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002), including

- purpose
- when to use
- accessing the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002)
- example of the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002)
- tasks involved, and
- field description table.

Purpose

The purpose of the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002) is to allow the user to distribute the total agreement amount across up to 5 years. A Control Customer Order flag is available to limit the customer order amount within the fiscal year limit.

When to use

Use the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002) to distribute the total agreement amount across up to 5 years.

Accessing the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **Reimbursable Agreement** folder. *Result:* The Reimbursable Agreement Screen ~ Control Section (RADG002) is displayed.
2	Click on the **FY Funding Tab**. *Result:* The Reimbursable Agreement Screen ~ FY Funding Tab (RADG002) is displayed.

Example of the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002)

An example of the screen follows.

Reimbursable agreement Screen ~ FY Funding Tab (RADG002)

Tasks involved

The major task accomplished with the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002) is

- distribute agreement amount to fiscal years

Field description table

The following table describes each field on the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002).

Field Description Table		
Field	**Type**	**Description**
CONTROL CUSTOMER ORDER	- user entered - updateable - allowable values = Y and N	Identifies whether or not the amount of customer orders issued are to be limited by the fiscal year funding amounts on the Reimbursable Agreement. There are no edits or system logic for this field.
FY	- user entered - format = 9999	Identifies the fiscal year for which funds are authorized for unfilled customer orders to be issued. There are no edits or system logic for this field.
CUMULATIVE TO DATE AMOUNT	- displayed - not updateable	Identifies the amount of cumulative funding for all modifications authorized for unfilled customer orders to be issued for one FY. There are no edits or system logic for this field.
MOD AMOUNT	- user entered - updateable - format = 99, 999, 999, 990.00	Identifies the current modification amount of funding authorized for unfilled customer orders to be issued. There are no edits or system logic for this field. *Note*: This amount defaults from the Trans Amount in the Control Section.
AMOUNT AFTER MOD	- displayed - not updateable	Identifies the total amount of funding after current modification authorized for unfilled customer orders to be issued for one FY. The value is equal to the sum of Cumulative Amount and Mod Amount.

| TOTAL | • displayed
• not updateable | Identifies the current modification amount of funding authorized for unfilled customer orders to be issued for all FYs. The value is equal to the sum of Cumulative Amount of all fiscal years. |

Using the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002)

Introduction

This topic provides information about using the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need:

- fiscal year funding amounts.

Procedures

Following are procedures to

- distribute the agreement amount to fiscal years

Distribute the agreement amount to fiscal years

Follow the steps in the table below to distribute the agreement amount to fiscal years.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Reimbursable Agreement Screen ~ FY Funding Tab (RADG002).
2	CONTROL CUSTOMER ORDER	Do you want to limit customer orders by fiscal year funding? • If *yes*, click inside field and select Y. **Result:** A check mark is displayed. • If *no*, leave blank.
3	FY	Click inside this field and enter the fiscal year. **Result:** The fiscal year is displayed. **Note:** Up to five fiscal years can be entered -- current fiscal year plus four additional fiscal years.

4	CUMULATIVE TO DATE AMOUNT	The date in this field is displayed.
5	MOD AMOUNT	If amount did not default from the Trans Amount in the Control Section, click inside this field and enter the amount. *Result:* The amount is displayed. *Note***:** Amounts can be moved between fiscal years.
6	AMOUNT AFTER MOD	The amount in this field is automatically entered and displayed by the system.
7	TOTAL	The amount in this field is displayed.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Mod Amount Total does not agree with Trans Amount.	Enter the correct amount.

Reimbursable Agreement Screen ~ Print Tab (RADG002)

This section provides information about the Reimbursable Agreement Screen ~ Print Tab (RADG002), including

- about the Reimbursable Agreement Screen ~ Print Tab (RADG002)
- using the Reimbursable Agreement Screen ~ Print Tab (RADG002), and
- example of the Reimbursable Agreement Screen ~ Print Tab (RADG002).

About the Reimbursable Agreement Screen ~ Print Tab (RADG002)

Introduction

This topic provides information about the Reimbursable Agreement Screen ~ Print Tab (RADG002), including

- purpose
- when to use
- accessing the Reimbursable Agreement Screen ~ Print Tab (RADG002)
- example of the Reimbursable Agreement Screen ~ Print Tab (RADG002)
- tasks involved, and
- field description table.

Purpose

The purpose of the Reimbursable Agreement Screen ~ Print Tab (RADG002) is to allow the user to define the fixed text to be printed on the Agreement Acceptance Notification. The Template Codes established on the Report Text Template Maintenance Screen (RADG007) is captured here.

When to use

Use the Reimbursable Agreement Screen ~ Print Tab (RADG002) to allow the users to define the fixed text to be printed on the Agreement Acceptance Notification.
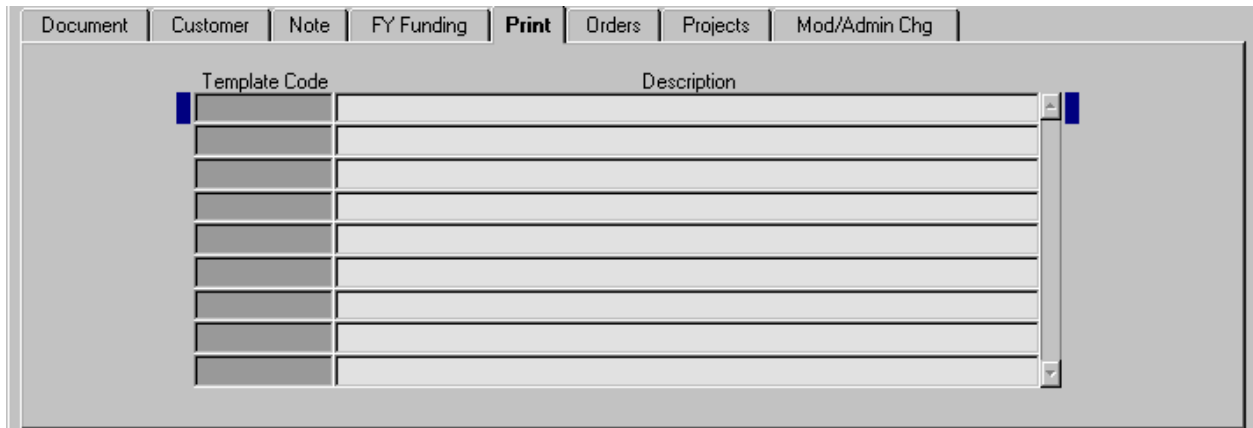
Accessing the Reimbursable Agreement Screen ~ Print Tab (RADG002)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **Reimbursable Agreement** folder. ***Result:*** The Reimbursable Agreement Screen ~ Control Section (RADG002) is displayed.
2	Click on the **Print Tab**. ***Result:*** The Reimbursable Agreement Screen ~ Print Tab (RADG002) is displayed.

Example of the Reimbursable Agreement Screen ~ Print Tab (RADG002)

An example of the screen follows.

Reimbursable Agreement Screen ~ Print Tab (RADG002)

Tasks involved

The major task accomplished with the Process Reimbursable Agreement ~ Print Tab (RADG002) is

- specify fixed printed text

Field description table

The following table describes each field on the Reimbursable Agreement Screen ~ Print Tab (RADG002).

Field Description Table		
Field	**Type**	**Description**
PRINT TEMPLATE CODE	• user entered • updateable • display width = 10 characters	Identifies the fixed text to be printed on Agreement Acceptance Notification. There are no edits or system logic for this field.
DESCRIPTION	• displayed • not updateable	Identifies the name of the fixed text associated with the print template code. There are no edits or system logic for this field.

Using the Reimbursable Agreement Screen ~ Print Tab (RADG002)

Introduction

This topic provides information about using the Reimbursable Agreement Screen ~ Print Tab (RADG002), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need to:

- know the fixed text to be printed on the agreement notification report and the order in which that fixed text is to be printed.

Procedures

Following are procedures to

- specify fixed printed text

Specify fixed printed text
Follow the steps in the table below to specify fixed printed text.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Agreement Screen ~ Print Tab (RADG002).
2	TEMPLATE CODE	Click inside this field and enter the desired template code. *Result:* The template code is displayed. *Note:* Text will be printed in the same order that the template codes are listed on the agreement.
3	DESCRIPTION	The description of the text to be printed is displayed.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
There are no error messages for this screen.	None.

Reimbursable Agreement Screen ~ Orders Tab (RADG002)

This section provides information about the Reimbursable Agreement Screen ~ Orders Tab (RADG002), including

- about the Reimbursable Agreement Screen ~ Orders Tab (RADG002)
- using the Reimbursable Agreement Screen ~ Orders Tab (RADG002), and
- example of the Reimbursable Agreement Screen ~ Orders Tab (RADG002).

About the Reimbursable Agreement Screen ~ Orders Tab (RADG002)

Introduction

This topic provides information about the Reimbursable Agreement Screen ~ Orders Tab (RADG002), including

- purpose
- when to use
- accessing the Reimbursable Agreement Screen ~ Orders Tab (RADG002)
- example of the Reimbursable Agreement Screen ~ Orders Tab (RADG002)
- tasks involved, and
- field description table.

Purpose

The purpose of the Reimbursable Agreement Screen ~ Orders Tab (RADG002) is to allow users to view an order that has been submitted against the agreement. The customer order number, acceptance date, order amount, total allocated amount, unbilled amount and billed amount may be reviewed. The user may also click the View/Mod Order button to view or modify a selected customer order, or click the Create New Order button to access the Unfilled Customer Order Screen (RADG003) to create a new order.

When to use

Use the Reimbursable Agreement Screen ~ Orders Tab (RADG002) to view an order that has been submitted against the agreement. The user may also click the View/Mod Order button to view or modify a selected customer order, or click the Create New Order button to access the Unfilled Customer Order Screen (RADG003) to create a new order.

Accessing the Reimbursable Agreement Screen ~ Orders Tab (RADG002)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **Reimbursable Agreement** folder. ***Result:*** The Reimbursable Agreement Screen ~ Control Section (RADG002) is displayed.
2	Click on the **Orders Tab**. ***Result:*** The Reimbursable Agreement Screen ~ Orders Tab (RADG002) is displayed.

Example of the Reimbursable Agreement Screen ~ Orders Tab (RADG002)

An example of the screen follows.

Reimbursable Agreement Screen ~ Orders Tab (RADG002)

Tasks involved

The major task accomplished with the Process Reimbursable Agreement ~ Orders Tab (RADG002) is

- view order summary

Field description table

The following table describes each field on the Reimbursable Agreement Screen ~ Orders Tab (RADG002).

Field Description Table		
Field	**Type**	**Description**
CUSTOMER ORDER NO	- displayed - not updateable	Identifies an unfilled customer order.
ACCEPTANCE (LAST MOD DATE)	- displayed - not updateable	Identifies system generated the date the unfilled customer order was accepted (approved).
CUMULATIVE AMOUNT	- displayed - not updateable	Identifies the amount of order after all modifications.
TOTAL ALLOCATED	- displayed - not updateable	Identifies the total WIP cost amount allocated to the customer order number for the agreement.
UNRELEASED	- displayed - not updateable	Identifies the total amount allocated to the customer order number for the agreement, but not released for billing.
BILLED	- displayed - not updateable	Identifies the total amount billed for this customer order number.
TOTAL ORDERS	- displayed - not updateable	Identifies the total amount of customer orders, as modified, placed against the agreement.
VIEW/MOD ORDER	- screen selection button	Allows user to access the Unfilled Customer Order Screen (RADG003) and view or modify a selected customer order.

CREATE NEW ORDER	• screen selection button	Allows user to access the Unfilled Customer Order Screen (RADG003) to create a new order.

Using the Reimbursable Agreement Screen ~ Orders Tab (RADG002)

Introduction

This topic provides information about using the Reimbursable Agreement Screen ~ Orders Tab (RADG002), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic,

- customer orders must have been processed against this agreement to be viewed.

Procedures

Following are procedures to

- view order summary

View order summary

Follow the steps in the table below to view order summary.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Reimbursable Agreement Screen ~ Orders Tab (RADG002).
2	CUSTOMER ORDER, ACCEPTANCE (LAST MOD DATE), CUMULATIVE AMOUNT, TOTAL ALLOCATED, TOTAL ORDERS UNRELEASED, BILLED	Fields are displayed.
3	VIEW/MOD ORDER	If viewing or modifying a customer order, click on screen selection button to access screen. *Result*: The screen is displayed.

| 4 | CREATE NEW ORDER | If creating a new order, click on screen selection button to access screen. |
| | | **Result**: The screen is displayed. |

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
There are no error messages for this screen.	None.

Reimbursable Agreement Screen ~ Projects Tab (RADG002)

This section provides information about the Reimbursable Agreement Screen ~ Projects Tab (RADG002), including

- about the Process Reimbursable Agreement Screen ~ Projects Tab (RADG002)
- using the Process Reimbursable Agreement Screen ~ Projects Tab (RADG002), and
- example of the Process Reimbursable Agreement Screen ~ Projects Tab (RADG002).

About the Reimbursable Agreement Screen ~ Projects Tab (RADG002)

Introduction

This topic provides information about the Reimbursable Agreement Screen ~ Projects Tab (RADG002, including

- purpose
- when to use
- accessing the Reimbursable Agreement Screen ~ Projects Tab (RADG002)
- example of the Reimbursable Agreement Screen ~ Projects Tab (RADG002)
- tasks involved, and
- field description table.

Purpose

The purpose of the Reimbursable Agreement Screen ~ Projects Tab (RADG002) is to display the projects associated with an agreement, the related order amount distributed to the project, and the project's percentage representation in the agreement.

When to use

Use the Reimbursable Agreement Screen ~ Projects Tab (RADG002) to display the projects associated with an agreement, the related order amount distributed to the project, and the project's percentage representation in the agreement.

Accessing the Reimbursable Agreement Screen ~ Projects Tab (RADG002)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **Reimbursable Agreement** folder. *Result:* The Reimbursable Agreement Screen ~ Control Section (RADG002) is displayed.
2	Click on the **Projects Tab**. *Result:* The Reimbursable Agreement Screen ~ Projects Tab (RADG002) is displayed.

Example of the Reimbursable Agreement Screen ~ Projects Tab (RADG002)

An example of the screen follows.

Reimbursable Agreement Screen ~ Projects Tab (RADG002)

Tasks involved

The major task accomplished with the Reimbursable Agreement Screen ~ Projects Tab (RADG002) is

- display summary of projects associated with an agreement

Field description table

The following table describes each field on the Reimbursable Agreement Screen ~ Projects Tab (RADG002).

Field Description Table		
Field	**Type**	**Description**
PROJECT	• displayed • not updateable	Identifies the reimbursable project associated with the reimbursable agreement via the customer order.
ORDER AMOUNT	• displayed • not updateable	Identifies the amount of orders participating in the project.
PERCENT	• displayed • not updateable	Identifies a project percent of all projects for the agreement.
DESCRIPTION	• displayed • not updateable	Identifies the project description.
TOTALS	• displayed • not updateable	Total order amounts of all projects for the agreement.

Using the Reimbursable Agreement Screen ~ Projects Tab (RADG002)

Introduction

This topic provides information about using the Reimbursable Agreement Screen ~ Projects Tab (RADG002), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic,

- customer orders must have been processed against the agreement in order to view a summary of the projects to which those orders are distributed.

Procedures

Following are procedures to

- display summary of projects associated with an agreement

Display summary of project associated with an agreement

Follow the steps in the table below to display summary of projects associated with an agreement.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Reimbursable Agreement Screen ~ Projects Tab (RADG002).
2	PROJECT, ORDER AMOUNT, PERCENT, DESCRIPTION, TOTALS	Fields are displayed.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
There are no error messages for this screen.	None.

Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002)

This section provides information about the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002), including

- about the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002)
- using the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002), and
- example of the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002).

About the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002)

Introduction

This topic provides information about the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002), including

- purpose
- when to use
- accessing the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002)
- example of the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002)
- tasks involved, and
- field description table.

Purpose

The purpose of the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002) is to allow the user to view all the modifications and administration changes to the agreement. The agreement type, modification number, administrative change number, modification date, current agreement amount, period of performance dates and acceptance date may be reviewed. The user may also click the View Mod/Chg button to view a selected modification or administrative change.

When to use

Use the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002) to view all the modifications and administration changes to the agreement. The user may also click the View Mod/Chg button to view a selected modification or administrative change.

Accessing the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **Reimbursable Agreement** folder. *Result:* The Reimbursable Agreement Screen ~ Control Section (RADG002) is displayed.
2	Click on the **Mod/Admin Chg Tab**. *Result:* The Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002) is displayed.

Example of the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002)

An example of the screen follows.

Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002)

Tasks involved

The major task accomplished with the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002) is

- view modifications and administration changes

Field description table

The following table describes each field on the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002).

Field Description Table		
Field	**Type**	**Description**
TYPE	- displayed - not updateable	Identifies whether the TWA "N" or agreement "Y" is being modified.
MOD NO	- displayed - not updateable	Identifies the number of the RA or TWA modification.
ADMIN CHG NO	- displayed - not updateable	Identifies the number of the RA or TWA administrative change.
DATE	- displayed - not updateable	Identifies the date of the modification.
AMOUNT	- displayed - not updateable	Identifies the amount of the modification.
AGREEMENT AMOUNT AFTER MOD	- displayed - not updateable	Identifies the amount of the agreement after the modification.
PERIOD OF PERFORMANCE FROM	- displayed - not updateable	Identifies the Period of Performance From date on the TWA or agreement.
PERIOD OF PERFORMANCE TO	- displayed - not updateable	Identifies the Period of Performance To date after modification.
ACCEPTANCE DATE	- displayed - not updateable	Identifies the date the reimbursable agreement was accepted by the agency performing the work.
TOTALS	- displayed - not updateable	Identifies the total of all modifications and administrative changes.

Using the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002)

Introduction

This topic provides information about using the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic an agreement or TWA must have been created, modified, and administratively changed.

Procedures

Following are procedures to

- view modifications and administration changes

View modifications and administration changes

Follow the steps in the table below to view modifications and administration changes.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Reimbursable Agreement Screen ~ Mod/Admin Chg Tab (RADG002).
2	TYPE, MOD NO, ADMIN CHG NO, DATE, AMOUNT, AGREEMENT AMOUNT AFTER MOD, PERIOD OF PERFORMANCE FROM, PERIOD OF PERFORMANCE TO, ACCEPTANCE DATE, TOTALS	Fields are displayed.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
There are no error messages for this screen.	None.

Process Unfilled Customer Orders

Overview

The RADG003 - Unfilled Customer Orders screen is used to record a customer order. The data recorded and maintained by this screen on unfilled customer orders includes period of performance dates, general ledger dates, transaction amounts, projects, ACCS, and agreement number.   This screen will determine what projects (WIP or Non-WIP) will fill the order (i.e., what projects are funded by the order), and are to be allocated to the customer order.

Introduction

This chapter provides information about the Process Unfilled Customer Orders process, including

- purpose
- in this part, and
- additional resources.

Purpose

The purpose of this chapter is to provide

- an overview of the Process Unfilled Customer Orders
- descriptions of the task-related user screens
- procedures for using each of the screens, and
- guidance for troubleshooting and error messages.

In this part

This part contains the following sections:

- Unfilled Customer Orders Screen ~ Control Section (RADG003)
- Unfilled Customer Orders Screen ~ Document Tab (RADG003)
- Unfilled Customer Orders Screen ~ Project Distribution Tab (RADG003)
- Unfilled Customer Orders Screen ~ Modification History Tab (RADG003)
- Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003)

Additional resources

For information about the Department of Commerce and finances, refer to the following references:

Government accounting information	DoC Accounting Principles and Standards Handbook
U.S. Federal financial information, laws, regulations and reports	www.financenet.gov
SF-224, 2108 and FACTS	www.treas.gov
Treasury Finance Manual	www.fms.treas.gov
Department of Commerce Homepage	www.osec.doc.gov
CAMS Homepage	www.camsic.osec.doc.gov

Process Workflow and Stages

This section provides information about the Process Unfilled Customer Orders process flow, including

- process workflow, illustrating the high-level flow, and
- process stages, describing each stage in the process.

Process workflow

The RADG003 - Unfilled Customer Order screen is used to record a customer order. The data recorded and maintained by this screen on unfilled customer orders includes period of performance dates, general ledger dates, transaction amounts, projects, ACCS, and contract numbers. This screen will determine what projects (WIP or Non-WIP) are to be allocated when establishing the customer order.

Control Section

The system presents the Control Section as a blank screen with the WIP flag defaulted to checked ('Y'), the Direct Sales flag defaulted to not checked ('N') and the Active flag defaulted to checked . If the user is entering an order for a reimbursable sale, the user unchecks the WIP flag. If the user is entering a Direct Sales order, the user checks the Direct Sales flag. If the WIP flag is checked and the Direct Sales flag is not checked, the user must enter the Agreement/Contract No from Reimbursable Agreement Screen (RADG002) with which the customer order is associated. The system enters the Bureau Code, Fund Code, and Customer No based on the reimbursable agreement. If there is no reimbursable agreement (i.e., a reimbursable sale or Direct Sales order), the user enters the Bureau Code, Fund Code, and Customer No. For all types of customer orders, the user enters the Order No, Customer Ref No, Trans Amount, and Other Agency Reserve Amount. The system will validate that the Trans Amount in the control section is equal to the total cumulative Amount on the Project Distribution Tab. Upon approval after required information is entered on the Document Tab, Customer Tab, and Project Distribution Tab, the system assigns a Mod No of '000' and checks the Active flag. Upon approval, the system also updates the Project Code Maintenance Screen ~ Fixed WIP Percentage with WIP related order amount.

Document Tab

The user proceeds to the Document Tab where the detail billing statement flag defaults to not checked . If the user has entered an Agreement/Contract No, the Period Of Performance From and To Dates, Remit. Code, Invoice Contact No/Name, Admin Office, and Orig Office will be defaulted to the corresponding information related to the agreement. The user enters the Period Of Performance From and To dates, G/L End Date, and FCFY. If the user is entering a Direct Sales Order, the user enters the Invoice Contact No, Remit Code, Admin Office, and Orig Office. The user changes the Detail Billing Statement flag to checked (Yes) if the customer is to receive a detailed WIP bill.
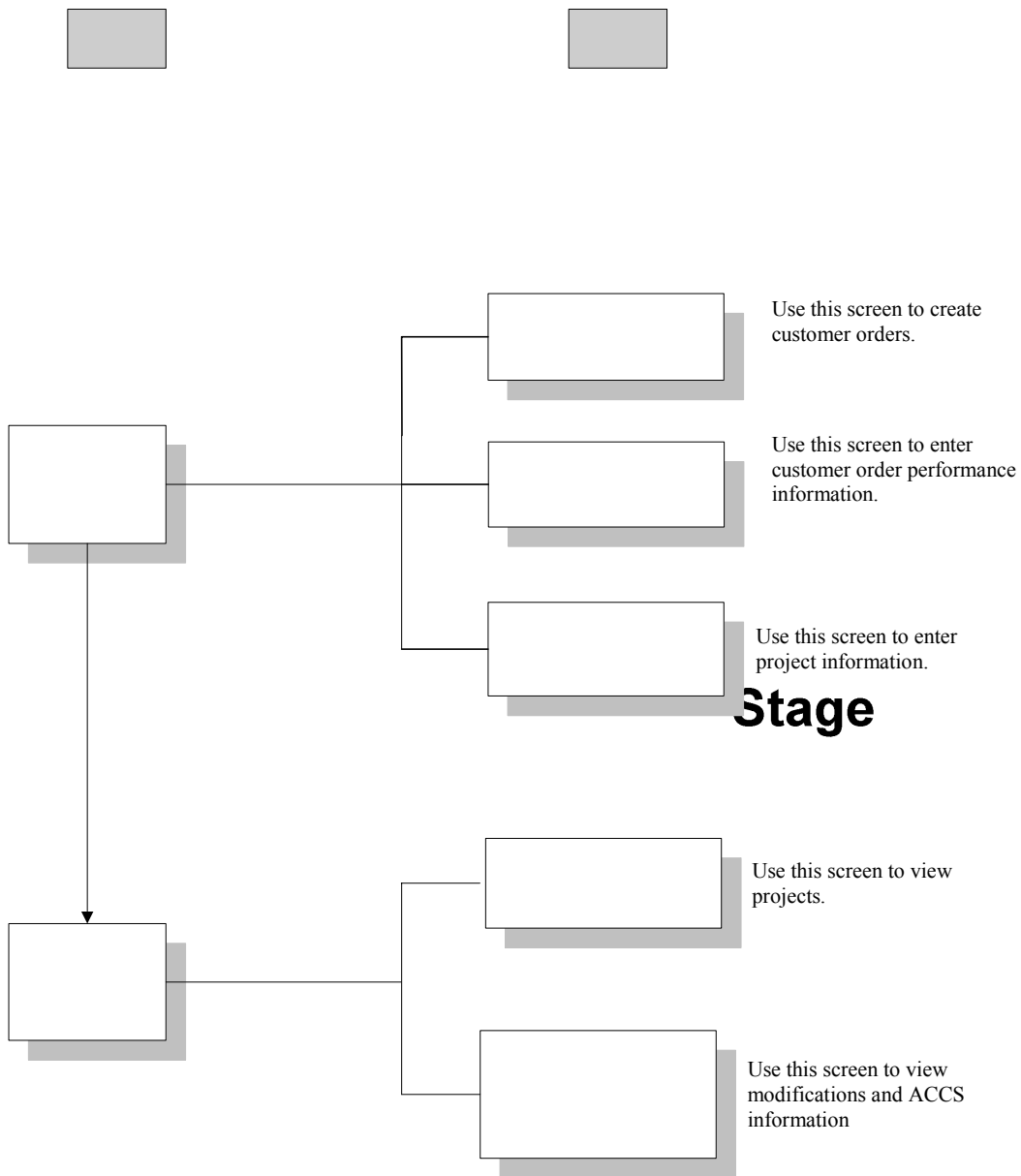
Project Distribution Tab

The user presses the Project Distribution Tab. If the user is creating the order, the system displays a blank screen, defaults the Current Amount and the Mod Amount to $0.00, and assigns the next sequential Control No. in the control section. The user may enter the Mod Amount or may instead enter the percent and let the system compute the Mod Amount. The system computes cumulative amount and percent. The system displays the total cumulative amount in the amount (Total). The user presses the ACCS button to enter ACCS to enter the Project No, Task, Program Code, Organization Code, Object Class, and User Defined Field (UDF). If the user is entering an order that is a Reimbursable sales (WIP), the user may only enter projects that have their WIP flag = 'Y', as setup in Project Code Maintenance Screen (CM004). If the user is entering an order that is not a Reimbursable sales, the user may only enter projects that have their WIP flag = 'N', as setup in Project Code Maintenance Screen (CM004). If the project number selected has its Fixed flag = 'Y', upon returning back to the Project Distribution Tab, the Fixed checkbox will be checked.

Modification History Tab

If the user is creating the order, the system displays the Mod No. and the Cumulative Amount of the order. If this is an existing order, the screen displays all the modifications in descending order. The user may view any modification by pressing the View Mod button. Upon pressing the View Mod button the system displays the Project Distribution Drill Down Screen, allowing the user to view the related modification's ACCS information. To create a modification, the user will press the Create Mod button at the bottom of the screen. The user is only allowed to make modifications after the original order has been approved. If modifying the order amount, project/task and organization distribution or the period of performance to date, the user may enter the modification. Upon pressing the Create Mod button, the system displays the Control Section and Document Tab of the record being viewed or queried and assigns the next sequential Mod No. in the control section. It also displays fields that are not write protected. The user may enter the fields not write protected. If the amount is being modified, the user enters the Trans Amount of the modification and proceeds to the project distribution tab. The user will either enter the mod amount for an existing project or for a new project. If the user is adding a new project, the user will proceed by adding the ACCS information.

The following workflow model presents a high-level overview of the Process Unfilled Customer Orders.

Use this screen to create customer orders.

Use this screen to enter customer order performance information.

Use this screen to enter project information.

Stage

Use this screen to view projects.

Use this screen to view modifications and ACCS information

Process stages

The following table describes each stage of the Process Unfilled Customer Orders process.

	Process Stages
Stage	**Description**
1	Do you want to create an unfilled customer order? • When *yes*, • enter unfilled customer order. • When *no*, go to stage 2.
2	Do you want to modify an unfilled customer order? • When *yes*, • modify unfilled customer order. • When *no*, go to stage 3.
3	Do you want to view unfilled customer order modifications? • When *yes*, • view unfilled customer order modifications. • When *no*, stop.

Unfilled Customer Orders ~ Control Section (RADG003)

This section provides information about the Process Unfilled Customer Orders ~ Control Section (RADG003), including

- about the Unfilled Customer Orders ~ Control Section (RADG003)
- using the Unfilled Customer Orders ~ Control Section (RADG003), and
- example of the Unfilled Customer Orders ~ Control Section (RADG003).

About the Unfilled Customer Orders ~ Control Section (RADG003)

Introduction

This topic provides information about the Unfilled Customer Orders ~ Control Section (RADG003), including

- purpose
- when to use
- accessing the Unfilled Customer Orders ~ Control Section (RADG003)
- example of the Unfilled Customer Orders ~ Control Section (RADG003)
- tasks involved, and
- field description table.

Purpose

The purpose of the Unfilled Customer Orders ~ Control Section (RADG003) is to create the customer order control information, which contains information such as WIP flag, Direct Sales flag, agreement number, order number, customer number, and transaction amount.

When to use

Use the Unfilled Customer Orders ~ Control Section (RADG003) to create customer order control information.

Accessing the Unfilled Customer Orders ~ Control Section (RADG003)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu click on the **Unfilled Customer Orders** folder. *Result*: The Unfilled Customer Orders ~ Control Section (RADG003) is displayed.

Example of the Unfilled Customer Orders ~ Control Section (RADG003)

An example of the screen follows.

Unfilled Customer Orders ~ Control Section (RADG003)

Tasks involved

The major task accomplished with the Unfilled Customer Orders ~ Control Section (RADG003) is

- create customer order control data

Field description table

The following table describes each field on the Unfilled Customer Orders ~ Control Section (RADG003).

Field Description Table		
Field	**Type**	**Description**
WIP	- user entered - allowable values = Y and N	This field displays a Flag designating whether the order is associated with a WIP or non-WIP (reimbursable sale) project.
DIRECT SALES	- user entered - allowable values = Y and N	Flag designating whether a customer order is a direct sales order.
AGREEMENT/CONTRACT No	- required - user entered - LOV available	Identifies the reimbursable agreement or temporary work authority under which the unfilled customer is being issued. *Note:* Not required for direct sales orders.
CONTROL No	- required - not updateable	Identifies the control number of the customer order being used. This number is a sequential system generated number.
BUREAU CODE	- required - user entered - LOV available	Identifies the performing Bureau.
NAME	- required - not updateable	Identifies the name of the selected bureau code. Auto populated based on bureau code entered.
ORDER No	- required - not updateable	Identifies the number of the customer order being issued. This number is defined by the user.

FUND CODE	• user entered • LOV available	Identifies the fund financing the customer order.
TITLE	• displayed • not updateable	Identifies the title or name of the fund financing the customer order. Auto populated based on fund code entered.
MOD NO	• displayed • not updateable	Identifies the number of the modification to the customer order. This number is a sequential system generated number.
CUSTOMER NO	• user entered • LOV available	The Customer who will be billed for reimbursable services. There are no edits or system logic for this field.
NAME	• displayed • not updateable	The name of the customer who will be billed for reimbursable services. Field is auto populated based on Customer No. selected.
CUSTOMER REF NO	• user entered • display length = 30 characters	The customer reference number for the customer order. This number is the customer's internal reference number for the order. There are no edits or system logic for this field.
TRANS AMOUNT	• enterable	The total amount of a particular customer order transaction. If order amount is greater than the agreement amount, system will display error message.
OTHER AGENCY RESERVE AMOUNT	• user entered • format = 99, 999, 999, 990.00	The amount of a reimbursable agreement with another agency that extends into next fiscal year and is not planned for commitment during the current fiscal year. There are no edits or system logic for this field.

Using the Unfilled Customer Orders ~ Control Section (RADG003)

Introduction

This topic provides information about using the Unfilled Customer Orders ~ Control Section (RADG003), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need to know whether or not you are processing:

- an order participating in a WIP project
- a direct sales order participating on a WIP project
- an order participating in a non-WIP project.

Procedures

Following are procedures to

- create customer order control data

Create customer order control data

Follow the steps in the table below to create customer order control data.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Unfilled Customer Orders ~ Control Section (RADG003).
2	WIP	Do you want to process an order that will be participating in a WIP project? • If yes, click in field and select "y". *Result:* An indicator is displayed. • If no, click field and select "N". *Result:* An indicator is displayed.

3	DIRECT SALES	Do you want to process a direct sales order? • If yes, click field. **Result:** A checkmark is displayed. • If no, leave blank
4	AGREEMENT/CONTRACT NO	Click inside the field and enter the appropriate number or select from LOV. **Result:** The information entered is displayed.
5	BUREAU CODE	Click inside the field and enter the bureau code or select from LOV. **Result:** The information entered is displayed.
6	FUND CODE	Click inside the field and enter the fund code or select from LOV. **Result:** The information entered is displayed.
7	CUSTOMER NO	Click inside the field and enter the customer number or select from LOV. **Result:** The number entered is displayed.
8	TRANS AMOUNT	Click inside the field and enter the transaction amount. **Result:** The number entered is displayed.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
End date cannot be after Agreement End date.	None.
Order amount should not be greater than the agreement amount.	If the order amount is greater than the agreement amount, an error message will be displayed. Enter valid amount.

Unfilled Customer Orders ~ Document Tab (RADG003)

This section provides information about the Unfilled Customer Orders ~ Document Tab (RADG003), including

- about the Unfilled Customer Orders ~ Document Tab (RADG003)
- using the Unfilled Customer Orders ~ Document Tab (RADG003), and
- example of the Unfilled Customer Orders ~ Document Tab (RADG003).

About the Unfilled Customer Orders ~ Document Tab (RADG003)

Introduction

This topic provides information about the Unfilled Customer Orders ~ Document Tab (RADG003), including

- purpose
- when to use
- accessing the Unfilled Customer Orders ~ Document Tab (RADG003)
- example of the Unfilled Customer Orders ~ Document Tab (RADG003)
- tasks involved, and
- field description table.

Purpose

The purpose of the Unfilled Customer Orders ~ Document Tab (RADG003) is for the user to enter customer order performance and billing related information. If the user has entered an Agreement/Contract No, the Period of Performance From and To Dates Remit, Code, Invoice Contact No/Name, Admin Office, and Orig Office will be defaulted to the corresponding information related to the agreement. The user enters the Period of Performance From and To Dates, G/L End Date, and FCFY. If the user is entering a Direct Sales Order, the user enters the Invoice Contact No, Remit Code, Admin Office, and Orig Office. The user checks the Detail Billing Statement flag if the customer is to receive a detailed WIP bill.

When to use

Use the Unfilled Customer Orders ~ Document Tab (RADG003) to enter customer order performance and billing related information.

Accessing the Unfilled Customer Orders ~ Documents Tab (RADG003)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **Unfilled Customer Orders** folder. ***Result:*** The Unfilled Customer Orders ~ Document Tab (RADG003) is displayed.

Example of the Unfilled Customer Orders ~ Document Tab (RADG003)

An example of the screen follows.

Unfilled Customer Orders ~ Document Tab (RADG003)

Tasks involved

The major task accomplished with the Unfilled Customer Orders ~ Document Tab (RADG003) is

- enter customer order performance and billing related information

Field description table

The following table describes each field on the Unfilled Customer Orders ~ Document Tab (RADG003).

Field Description Table		
Field	**Type**	**Description**
(PERIOD OF PERFORMANCE DATES) FROM	• user entered • format = DD-MON-YYYY	The begin date for performance on the unfilled customer order. End date must be earlier than GL posting date.
(PERIOD OF PERFORMANCE DATES) TO	• user entered • format = DD-MON-YYYY	The end date for performance on the unfilled customer. Begin date cannot be before agreement from date.
G/L END DATE	• user entered • format = DD-MON-YYYY	The accounting period for recording the customer order.
FCFY	• required • user entered • display length = 4 digits	The fiscal year for which funds are authorized for the unfilled customer orders to be issued.
REMIT. CODE	• required • user entered	Identifies the mailing address to which customer is to send payments.
INVOICE CONTACT NO	• required • user entered • display length = 6 characters	Identifies the code for the address to which the invoice is to be sent to the customer.
NAME	• displayed • not updateable	Identifies customer contact name. Field is auto populated based on INVOICE CONTACT NO. entered.
ADMIN. OFFICE	• user entered • display length = 6 characters	The office that processes the receivable.
ORIG. OFFICE	• user entered • updateable	Identifies the office in which the order/receivable originated.

DETAIL BILLING STATEMENT	• required • check box • allowable values "Y" and "N"	Identifies whether customer receives detail bill containing costs by object class.
ACTIVE	• displayed • check box • updateable	Identifies the active status of the customer order. A checked box indicates the order is active. *Note*: If order is not active, the order will not be considered (i.e., costs will not be allocated to the order) during the WIP process.
DATE	• displayed • not updateable	The last date the order was activated or deactivated.
ORDER AMOUNT	• displayed • not updateable	Indicates the total amount of the order.
BILLED WIP	• displayed • not updateable	Indicates the amount of WIP released for billing. *Note:* This field is automatically updated by the system when the Billing Interface Screen (RADG006) is run. The field reflects WIP results for which a billing has been processed. WIP results for which a billing has not been processed using the Billing Interface Screen (RADG006) are not reflected here.
UNRELEASED WIP	• displayed • not updateable	Indicates the amount of allocated WIP held and not billed. *Note:* This field is automatically updated by the system when the Billing Interface Screen (RADG006) is run. The field reflects WIP results for which a billing has been processed. WIP results for which a billing has not been processed using the Billing Interface Screen (RADG006) are not reflected here.

| TOTAL WIP | • displayed
• not updateable | Indicates total WIP applied to the order.

Note: This field is automatically updated by the system when the Billing Interface Screen (RADG006) is run. The field reflects WIP results for which a billing has been processed. WIP results for which a billing has not been processed using the Billing Interface Screen (RADG006) are not reflected here. |

Using the Unfilled Customer Orders ~ Document Tab (RADG003)

Introduction

This topic provides information about using the Unfilled Customer Orders ~ Document Tab (RADG003), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need to:

- create a reimbursable agreement if the customer order is being issued against an agreement.

Procedures

Following are procedures to

- enter customer order performance and billing related information

Enter customer order performance and billing related information

Follow the steps in the table below to enter customer order performance and billing related information.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Customer Orders ~ Document Tab (RADG003).
2	G/L END DATE	Click inside the field and enter the date or select from LOV. *Result:* The date is displayed.
3	FCFY	Click inside the field and enter the fiscal year of the customer order. *Result:* The year is displayed.

4	REMIT CODE	Click inside the field and enter remit code. *Result:* The code is displayed. *Note:* If agreement number is entered on control section, field is already displayed.
5	INVOICE CONTACT NO	Click inside the field and enter the invoice contact number. *Result:* The number is displayed.
6	ADMIN OFFICE	Click inside the field and enter the admin office. *Result:* The name of the admin office is displayed. *Note:* If agreement number is entered on control section, field is already displayed.
7	DETAIL BILLING STATEMENT	Click inside the field to add a "check" if the customer is to receive a detailed WIP bill. *Result:* The check mark is displayed.
8	ORIG OFFICE	Click inside the field and enter the orig office. *Result:* The name of the orig office is displayed. *Note:* If agreement number is entered on control section, field is already displayed.
9	ACTIVE	Click inside the field to identify the status of the order. *Result:* The check mark is displayed.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
The Period of Performance To Date must be later than or same as the current (today's) date.	Enter the correct to date.
Begin date must be earlier than GL posting date.	Enter the correct begin date.
Begin date cannot be after End date.	Enter the correct begin date.
Order amount cannot be greater than the agreement amount.	Enter the correct amount.

Unfilled Customer Orders ~ Project Distribution Tab (RADG003)

This section provides information about the Unfilled Customer Orders ~ Project Distribution Tab (RADG003), including

- about the Unfilled Customer Orders ~ Project Distribution Tab (RADG003)
- using the Unfilled Customer Orders ~ Project Distribution Tab (RADG003), and
- example of the Unfilled Customer Orders ~ Project Distribution Tab (RADG003).

About the Unfilled Customer Orders ~ Project Distribution Tab (RADG003)

Introduction

This topic provides information about the Unfilled Customer Orders ~ Project Distribution Tab (RADG003), including

- purpose
- when to use
- accessing the Unfilled Customer Orders ~ Project Distribution Tab (RADG003)
- example of the Unfilled Customer Orders ~ Project Distribution Tab (RADG003)
- tasks involved, and
- field description table.

Purpose

The purpose of the Unfilled Customer Orders ~ Project Distribution Tab (RADG003) is to distribute the order to the projects that will fund the order.

When to use

Use the Unfilled Customer Orders ~ Project Distribution Tab (RADG003) to distribute the order to the projects that will fund the order.

Accessing the Unfilled Customer Orders ~ Project Distribution Tab (RADG003)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **Unfilled Customer Orders** folder.
2	Click on the Project Distribution Tab. *Result*: The Unfilled Customer Orders ~ Project Distribution Tab (RADG003) is displayed.

Example of the Unfilled Customer Orders ~ Project Distribution Tab (RADG003)

An example of the screen follows.

Unfilled Customer Orders ~ Project Distribution Tab (RADG003)

Tasks involved

The major task accomplished with the Unfilled Customer Orders ~ Project Distribution Tab (RADG003) is
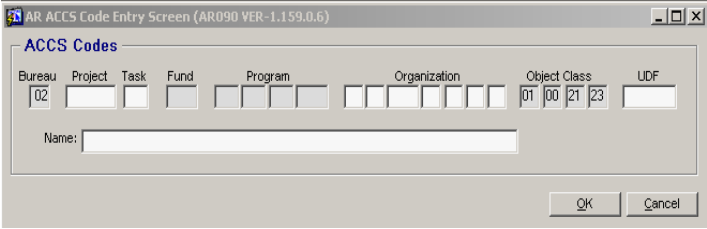
- enter project distribution

Field description table

The following table describes each field on the Unfilled Customer Orders ~ Project Distribution Tab (RADG003).

Field Description Table		
Field	**Type**	**Description**
PROJECT NO	• user entered • display width = 7 characters	The Reimbursable project that will fill the order.
TASK	• required • user entered • not updateable	Code that identifies the reimbursable task for the project that will fill the order.
ORGANIZATION CODES	• required • user entered	Code that identifies the organization within the bureau administering the reimbursable services.
CURRENT AMOUNT	• required • user entered • display length = 17 digits	The current amount of the order funding (participating in) project/task, organization before modification.
MOD AMOUNT	• required • user entered • format = 99, 999, 999, 990.00	The modified amount of the order funding (participating in) project/task, organization modification.
CUMULATIVE AMOUNT	• required • user entered • format = 99, 999, 999, 990.00	The amount of the order funding (participating in) project/task, organization after modification.
PERCENT	• required • user entered • format = 990.999	The percentage of the order funding (participating in) the project.

FIXED	• required • indicator box • allowable values = "Y" and "N"	Indicates whether the project order is funding (participating in) is WIP project whose costs will be allocated using fixed percentage allocation. If the CM004 project fixed flag is "Y", then the fixed flag will be checked. *Note:* Fixed percentage or "floating" percentage refer to the allocation percentages that are used to allocate costs to customer orders during the WIP allocation process. Fixed percentage indicates that customer orders participating in a project designated as a "Fixed" project will always receive the same percentage of costs during a WIP run. "Floating" percentage indicates that customer orders participating in projects that are not designated as Fixed will receive costs based on a customer order's percentage participation in a project with other orders. The "floating" percentage is calculated during each WIP run and changes as the order balance changes.

| ACCS | • screen selection button | Displays the ACCS screen.

BUREAU - The bureau code for a particular customer order.

PROJECT - Project code that identifies the reimbursable project that will fill the order.

TASK - code that identifies a project task.

FUND - Code that identifies the fund for the reimbursable services.

PROGRAM - Code that identifies program within a bureau and fund

ORGANIZATION - The organization within the bureau administering the reimbursable services.

OBJECT CLASS - The object class identifies the activity type

UDF - Code defined by the bureau/user.

NAME - The name of the bureau administering the reimbursable service. |
|---|---|---|
| TOTALS | • displayed
• not updateable | The total current amount of a customer order distributed to projects funded by the order. |

Using the Unfilled Customer Orders ~ Project Distribution Tab (RADG003)

Introduction

This topic provides information about using the Unfilled Customer Orders ~ Project Distribution Tab (RADG003), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need:

- project numbers
- task numbers, and
- amount or percentage of order funding project/task.

Procedures

Following are procedures to

- enter project distribution

Enter project distribution

Follow the steps in the table below to enter project distribution.

<table>
<tr><th colspan="3">Procedure Table</th></tr>
<tr><th>Step</th><th>Field</th><th>Action</th></tr>
<tr><td>1</td><td>N/A</td><td>Access the Unfilled Customer Orders ~ Project Distribution Tab (RADG003).</td></tr>
<tr><td>2</td><td>MOD AMOUNT</td><td>Click inside the field and enter the MOD amount.

Result: The amount is displayed.

Note: If percent is entered, system will calculate amount.</td></tr>
</table>

3	PERCENT	Click inside the field and enter the percentage.
		Result: The percentage is displayed.
		Note: If amount is entered, system will compute percentage.
4	CURRENT AMOUNT, CUMULATIVE AMOUNT, FIXED FLAG	If creating an order, current amount, cumulative amount, and fixed flag are displayed.
		Note: Fixed flag is displayed based on fixed flag on project entered on Project Code Maintenance Screen (CM004).
5	CURRENT AMOUNT, CUMULATIVE AMOUNT, FIXED	• If modifying an order *Result:* Current Amount, Cumulative Amount, and Fixed Flag are displayed. • When querying an order *Result:* Project No., Task, and Organization Codes for existing order to be modified are also displayed.
6	ACCS	• Click on ACCS *Result:* ACCS pops up with Bureau, Fund, and Program displayed based on Bureau and Fund entered in Control Section. • Enter Project, Task, Organization, Object Class, and UDF. *Result:* When user clicks ok, Project, Task, and Organization entered on ACCS displays on the Project Distribution tab.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Fixed flag must be Y or N.	Enter Y or N.

Unfilled Customer Orders ~ Modification History Tab (RADG003)

This section provides information about the Unfilled Customer Orders ~ Modification History Tab (RADG003), including

- about the Unfilled Customer Orders ~ Modification History Tab (RADG003)
- using the Unfilled Customer Orders ~ Modification History Tab (RADG003), and
- example of the Unfilled Customer Orders ~ Modification History Tab (RADG003).

About the Unfilled Customer Orders ~ Modification History Tab (RADG003)

Introduction

This topic provides information about the Unfilled Customer Orders ~ Modification History Tab (RADG003), including

- purpose
- when to use
- accessing the Unfilled Customer Orders ~ Modification History Tab (RADG003)
- example of the Unfilled Customer Orders ~ Modification History Tab (RADG003)
- tasks involved, and
- field description table.

Purpose

The purpose of Unfilled Customer Orders ~ Modification History Tab (RADG003) is to view a summary of changes to the customer order.

Note: Pressing the View Mod button from the Unfilled Customer Orders ~ Modification History Tab (RADG003) allows the user to drill down to the project distribution and related ACCS for a particular modification.

When to use

Use the Unfilled Customer Orders ~ Modification History Tab (RADG003) to view a summary of changes to the customer order.

Note: Pressing the View Mod button from the Unfilled Customer Orders ~ Modification History Tab (RADG003) allows the user to drill down to the project distribution and related ACCS for a particular modification.

Accessing the Unfilled Customer Orders ~ Modification History Tab (RADG003)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **Unfilled Customer Orders** folder.
3	Click on the **Modification History** Tab. **Result:** The Unfilled Customer Orders ~ Modification History Tab (RADG003) is displayed.

Example of the Unfilled Customer Orders ~ Modification History Tab (RADG003)

An example of the screen follows.

Unfilled Customer Orders ~ Modification History Tab (RADG003)

Tasks involved

The major task accomplished with the Unfilled Customer Orders ~ Modification History Tab (RADG003) is

- view order modification summary

Field description table

The following table describes each field on the Unfilled Customer Orders ~ Modification History Tab (RADG003).

Field Description Table		
Field	**Type**	**Description**
MOD NO	• displayed • not updateable	Identifies the number of the modification.
CUMULATIVE AMOUNT	• displayed • not updateable	Amount of the modification.
(PERIOD OF PERFORMANCE) TO DATE	• displayed • not updateable	The modified Period of performance To date after modification.
TOTAL	• displayed • not updateable	The total cumulative amount of all modifications to the customer order.
VIEW MOD	• screen selection button	Allows the user to view the ACCS information of individual modifications.

Using the Unfilled Customer Orders ~ Modification History Tab (RADG003)

Introduction

This topic provides information about using the Unfilled Customer Orders ~ Modification History Tab (RADG003), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, customer order must have been entered or modified.

Procedures

Following are procedures to

- view order modification summary

View order modification summary

Follow the steps in the table below to view order modification summary.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Unfilled Customer Orders ~ Modification History Tab (RADG003).
2	MOD NO, CUMULATIVE AMOUNT, TO DATE, TOTAL	This screen is for viewing only.
3	VIEW MOD	Click to view project distribution drill down for modification line highlighted.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
There are no error messages for this screen.	None.

Unfilled Customer Orders ~ Modification History Tab ~ Project Distribution Drill Down (RADG003)

This section provides information about the Unfilled Customer Orders ~ Project Distribution Drill Down Screen (RADG003), including

- about the Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003)
- using the Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003), and
- example of the Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003).

About the Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003)

Introduction

This topic provides information about the Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003), including

- purpose
- when to use
- accessing the Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003)
- example of the   Process Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003)
- tasks involved, and
- field description table.

Purpose

The purpose of the Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003) is to allow users to view project and ACCS information for a customer order modification.

When to use

Use the Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003) to view project and ACCS details for a customer order modification.

Accessing the Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003)

Follow the steps in the table below to access the screen.

	Accessing Table
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **Unfilled Customer Orders** folder.
2	Click on the **Modification History** Tab. **Result:** The Unfilled Customer Orders ~ Modification History Tab (RADG003) is displayed.
3	Highlight a Mod No. and double click on View Modification screen selection button. **Result:** The Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003) is displayed for the exhibit Mod No.

Example of the Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003)

An example of the screen follows.

Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003)

Tasks involved

The major tasks accomplished with the Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003) are

• view modification project and ACCS detail

Field description table

The following table describes each field on the Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003).

Field Description Table		
Field	**Type**	**Description**
MOD NO	• displayed • not updateable	Identifies the number of the modification displayed.
PROJECT TASK	• displayed • not updateable	The reimbursable project and task code that will fill the order.

PROGRAM	• displayed • not updateable	The reimbursable project description.
ORGANIZATION	• displayed • not updateable	Codes that identifies the organization 1 through 7 within the bureau administering the reimbursable services.
OBJECT	• displayed • not updateable	Codes that identifies the object class.
UDF	• displayed • not updateable	Codes that identify the user defined fields.
MOD AMOUNT	• displayed • not updateable	The amount user modified for that mod number.
PERCENT	• displayed • not updateable	The percentage of the order funding participating in the project.
FIXED	• check box • displayed	Indicates whether project order is funding is a WIP project whose costs will be allocated using fixed percentage.

ACCS	• screen selection button	Displays the ACCS window.
		BUREAU - The bureau code for a particular customer order.
		PROJECT - Project code that identifies the reimbursable project that will fill the order.
		TASK - code that identifies a project task.
		FUND - Code that identifies the fund for the reimbursable services.
		PROGRAM - Code that identifies program within a bureau and fund
		ORGANIZATION - The organization within the bureau administering the reimbursable services.
		OBJECT CLASS - The object class identifies the activity type
		UDF - Code defined by the bureau/user.
		NAME - The name of the bureau administering the reimbursable service.
TOTALS	• displayed • not updateable	The total of customer order distributed to projects filling the Order.

Using the Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003)
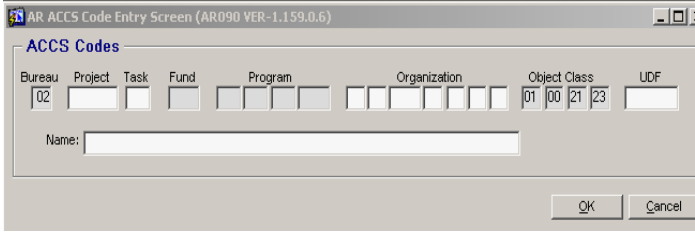
Introduction

This topic provides information about using the Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need to select a modification to drill down.

Procedures

Following are procedures to

- view modification project and ACCS detail

View modification project and ACCS detail

Follow the steps in the table below to view modification project and ACCS detail.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Unfilled Customer Orders Screen ~ Modification History Tab ~ Project Distribution Drill Down (RADG003).
2	MOD NO, PROJECT TASK, PROGRAM, ORGANIZATION, OBJECT, UDF, MOD AMOUNT, PERCENT, FIXED, TOTAL	Displays for Mod line highlighted on modification history tab.

3	ACCS	Click to view ACCS for project line highlighted on project distribution drill down.
		Result: ACCS pop up (AR ACCS code entry screen – AR090) displays Bureau, Project, Task, Fund, Program, Organization, Object Class, and UDF for selected project line highlighted on Project Distribution Drill Down Screen.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
There are no error messages for this screen.	None.

Process WIP and Bill

Overview

Introduction

This chapter provides information about the Process WIP and Bill process, including

- purpose
- in this part, and
- additional resources.

Purpose

The purpose of this chapter is to provide

- an overview of the Reimbursable Agreement Process WIP and Bill process
- descriptions of the task-related user screens
- procedures for using each of the screens, and
- guidance for troubleshooting and error messages.

In this part

This part contains the following sections:

- WIP Cost Allocation Process Screen (RADG004)
- Work In Progress Release Screen ~ Control Section (RADG005)
- Work In Progress Release Screen ~ WIP Results Tab (RADG005)
- Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005)
- Work In Progress Release Screen ~ Modify WIP Tab (RADG005)
- Billing Interface Screen (RADG006)

Additional resources

For information about the Department of Commerce and finances, refer to the following references:

Government accounting information	DoC Accounting Principles and Standards Handbook
U.S. Federal financial information, laws, regulations and reports	www.financenet.gov
SF-224, 2108 and FACTS	www.treas.gov
Treasury Finance Manual	www.fms.treas.gov
Department of Commerce Homepage	www.osec.doc.gov
CAMS Homepage	www.camsic.osec.doc.gov

Process Workflow and Stages

This section provides information about the Reimbursable Agreement Process WIP and Bill process flow, including

- process workflow, illustrating the high-level flow, and
- process stages, describing each stage in the process.

Process workflow

The **WIP Cost Allocation Process Screen (RADG004)** is to extract WIP-related cost records from the Trial table and to allocate these costs to customer orders. Costs are incurred through reimbursable activities and recorded in CFS using the Payments Management module for the purchasing of goods and services or the Labor module for labor costs or internal processes such as Cost Allocation or Journal Voucher entry. Each customer's actual share of costs resulting from reimbursable activities is calculated by screen RADG004 (WIP Transactions for Review and Release). The calculated costs are recorded in the WIP log and displayed on screen RADG005 (WIP Release).

The **Work-in-Process Release Screen (RADG005)** is used to view, modify, and release accumulated costs that have been incurred as a result of performing reimbursable work.

Control Section

The system presents the Control Section with Bureau Code, Fund Code, Project Code, Fiscal Year, WIP Date, and Total Cost displayed. The system also presents the WIP Results Tab.

WIP Tab

If the user wishes to view WIP results for a project, FCFY associated with the reimbursable agreement on a WIP results line, the user presses the Customer List button. The Customer Agreement List Popup Screen displays RA No, Customer No, Name, Order No, FCFY, Unreleased WIP, and Release Amount. If the user wishes to drill down further on a particular RA No and Order No line, the user double clicks the line to display the WIP Results Drill Down Popup Screen. The system displays RA No, Customer No, Order No, Project, FCFY, WIP Costs, Avail Order, Avail Adv, Unreleased WIP, and Release Amount.

Modify Tab

If the user wishes to modify the systems automated WIP results, the user presses the Modify WIP Tab. The system displays all fields with the Modify flag defaulted to 'N' and Release flag defaulted to 'Y'; or 'N' based on system determined parameters. When the user modifies WIP Costs for a line item, the system enters the Modify flag value of 'Y'. The system also sets the Modified flag in the Control Section to 'Y'. The user may override a release set to 'Y' and change it to 'N' to hold WIP amounts from billing. The user may not override the system and change a release set to 'N' to 'Y'.

The **Billing Interface Screen (RADG006)** is used to release the project WIP amounts for billing grouped by Reimbursable Agreement Number, Customer and Customer order.

During this process the accounts receivable control record and the accounts receivable billing records are established. The accounts receivable control, items, and MDL tables are populated with data contained in the Accounts Receivable interface record (AR001). The accounts receivable billing control, items, and MDL tables are populated with data contained in the Accounts Receivable Billing Interface record (AR002). The Detailed WIP charges released for billing and applied reimbursable advances are posted to Trial.

The following workflow model presents a high-level overview of the Process WIP and Bill process.

Use this screen to allocate WIP cost distribution among project customers.

Use this screen to display information on the control section and WIP results tab.

Use this screen to view WIP results for a project.

Use this screen to view information on the Customer WIP Popup Screen.

Use this screen to view information on the WIP Results Drilldown Screen.

Use this screen to modify the systems automated WIP results.

Use this screen to create AR receivables and bill records.

Process WIP

Process stages

The following table describes each stage of the Process WIP and Bill process.

Process Stages	
Stage	**Description**
1	Do you want to process WIP? • When *yes*, • run the WIP process. • When *no*, stop.
2	Do you want to view results of running the WIP process? • When *yes*, • view results of WIP process, and go to stage 2. • When *no*, stop.
3	Do you want to modify results of running the WIP process? • When *yes*, • modify results of WIP process. • When *no*, stop.
4	Do you want to process WIP bills? • When *yes*, • run WIP billing process. • When *no*, stop.

WIP Cost Allocation Process Screen (RADG004)

This section provides information about the WIP Cost Allocation Process Screen (RADG004), including

- about the WIP Cost Allocation Process Screen (RADG004)
- using the WIP Cost Allocation Process Screen (RADG004),and
- example of the WIP Cost Allocation Process Screen (RADG004).

About the WIP Cost Allocation Process Screen (RADG004)

Introduction

This topic provides information about the WIP Cost Allocation Process Screen (RADG004), including

- purpose
- when to use
- accessing the WIP Cost Allocation Process Screen (RADG004)
- example of the WIP Cost Allocation Process Screen (RADG004)
- tasks involved, and
- field description table.

Purpose

The purpose of the WIP Cost Allocation Process Screen (RADG004) is to extract WIP-related cost records from the Trial table and to allocate these costs to customer orders. The screen allows the user to enter parameters that will allocate selected records.

Note: This process is a batch process that extracts transactions from trial based on accounts and parameters established on the WIP Account Maintenance (RADG001) accumulates amounts (costs, advances, orders), allocates amounts to reimbursable agreements/customer orders, and presents the results of this extraction and allocation to display on the Work In Progress Release Screen (RADG005). The process may be run at anytime and as many times as an agency desires. The results of the WIP process displayed on RADG005 are not stored permanently in the WIP system tables until a bill is processed using the billing interface screen (RADG006).

When to use

Use the WIP Cost Allocation Process Screen (RADG004) to process WIP.
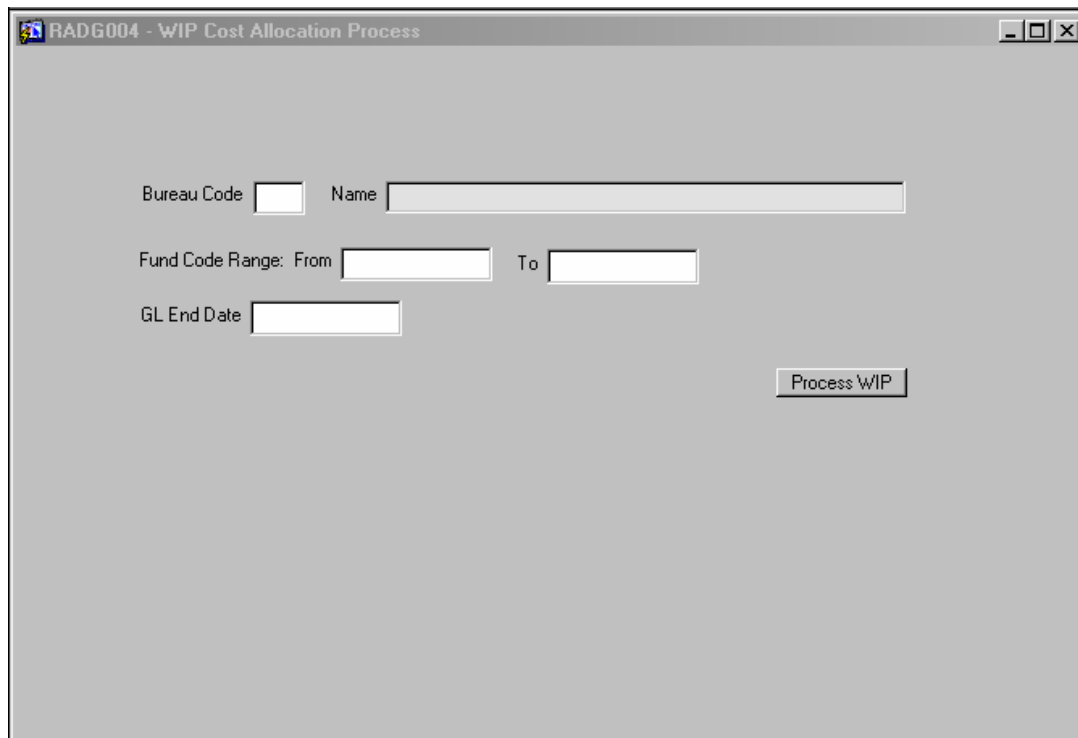
Accessing the WIP Cost Allocation Process Screen (RADG004)

Follow the steps in the table below to access the screen.

	Accessing Table	
Step	**Action**	
1	From the Navigation Dropdown Menu, click on the **Reimbursable Agreement Upgrade** system.	
2	Select RADG004 WIP Cost Allocation Process Screen. *Result:* The WIP Cost Allocation Process Screen (RADG004) is displayed.	

Example of the WIP Cost Allocation Process Screen (RADG004)

An example of the screen follows.

WIP Cost Allocation Process Screen (RADG004)

Tasks involved

The major task accomplished with the WIP Cost Allocation Process Screen (RADG004) is

- process WIP

Field description table

The following table describes each field on the WIP Cost Allocation Process Screen (RADG004).

Field Description Table		
Field	**Type**	**Description**
BUREAU CODE	• required • user entered • LOV available	This field displays the bureau code entered by the user.
NAME	• displayed • not updateable	This field displays the bureau name that belongs to the bureau code that the user enters.
(FUND CODE RANGE) FROM	• required • LOV available • max length = 2	This field displays the beginning fund code in the range.
(FUND CODE RANGE) TO	• required • LOV available • max length = 2	This field displays the ending fund code in the range.
GL END DATE	• required • LOV available • DD-MON-YYYY format	This field allows the user to enter or select an open general ledger month end date.
PROCESS WIP	• screen selection button	The user can click thus button to begin the allocation process.

Using the WIP Cost Allocation Process Screen (RADG004)

Introduction

This topic provides information about using the WIP Cost Allocation Process Screen (RADG004), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic,

- WIP accounts must have been setup on RADG001.

Procedures

Following are procedures to

- process WIP

Process WIP

Follow the steps in the table below to process WIP.

<table>
<tr><td colspan="3" align="center">Procedure Table</td></tr>
<tr><td align="center">Step</td><td align="center">Field</td><td align="center">Action</td></tr>
<tr><td align="center">1</td><td>N/A</td><td>Access the WIP Cost Allocation Process Screen (RADG004).</td></tr>
<tr><td align="center">2</td><td>BUREAU CODE</td><td>Click in the field to enter bureau code. Type code or select from the list of values.

Result: The bureau code and bureau name is displayed.</td></tr>
<tr><td align="center">3</td><td>(FUND CODE RANGE) FROM</td><td>Click in the field and enter beginning fund code range.

Result: The fund code range 'from' is displayed.</td></tr>
</table>

4	(FUND CODE RANGE) TO	Click in the field and enter ending fund code range.
		Result: The fund code range 'to' is displayed.
5	GL END DATE	Click in the field and enter g/l end date.
		Result: The GL End Date is displayed.
6	PROCESS WIP	Do you want to process WIP for data entered?
		• If *yes*, click **Process WIP** screen selection button.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Bureau code must be entered.	This error message will be displayed if the bureau code is null.
	User must enter/select valid bureau code.
Fund Code must be entered.	This error message will be displayed if the fund code is null.
	User must enter/select valid fund code.
GL End Date must be entered.	This error message will be displayed if the general ledger end date is null.
	User must enter/select valid general ledger end date.
The previous WIP allocations were not billed. By continuing, these allocations will be overwritten. Do you wish to continue?	This warning message will be displayed if the RADG004 process is restarted prior to executing the RADG006 process.

Work In Progress Release Screen ~ Control Section (RADG005)

This section provides information about the Work In Progress Release Screen ~ Control Section (RADG005), including

- about the Work In Progress Release Screen ~ Control Section (RADG005)
- using the Work In Progress Release Screen ~ Control Section (RADG005, and
- example of the Work In Progress Release Screen ~ Control Section (RADG005).

About the Work In Progress Release Screen ~ Control Section (RADG005)

Introduction

This topic provides information about the Work In Progress Release Screen ~ Control Section (RADG005), including

- purpose
- when to use
- accessing the Work In Progress Release Screen ~ Control Section (RADG005)
- example of the Work In Progress Release Screen ~ Control Section (RADG005)
- tasks involved, and
- field description table.

Purpose

The purpose of the Work In Progress Release Screen ~ Control Section (RADG005) is to view WIP release control information - Bureau Code, Fund Code, Project Code, Fiscal Year, WIP Date, and Total Cost displayed.

Note: The results generated by the WIP Cost Allocation Process Screen (RADG004) extraction of transactions from trial and allocation of costs, advances, and orders display on the Work In Progress Release Screen (RADG005). The automated results may be manually modified using the RADG005 screen. The results also may be discarded by rerunning RADG004 before a bill has been processed for the WIP run. The results of the WIP process displayed on RADG005 are not stored permanently in the WIP system tables until a bill is processed using the Billing Interface Screen (RADG006).

When to use

Use the Work In Progress Release Screen ~ Control Section (RADG005) to view WIP release control information - Bureau Code, Fund Code, Project Code, Fiscal Year, WIP Date, and Total Cost.

Accessing the Work In Progress Release Screen ~ Control Section (RADG005)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **WIP Release** folder. *Result:* The Work In Progress Release Screen ~ Control Section (RADG005) is displayed.

Example of the Work In Progress Release Screen ~ Control Section (RADG005)

An example of the screen follows.

Work In Progress Release Screen ~ Control Section (RADG005)

Tasks involved

The major task accomplished with the Work In Progress Release Screen ~ Control Section (RADG005) is

- display WIP release control information

Field description table

The following table describes each field on the Work In Progress Release Screen ~ Control Section (RADG005).

Field Description Table		
Field	**Type**	**Description**
BUREAU CODE	• displayed • not updateable	This field identifies the performing bureau.
NAME	• displayed • not updateable	This field identifies the name of the performing bureau.
WIP DATE	• displayed • not updateable	This field identifies the date of the WIP run.
FUND CODE	• displayed • not updateable	This field identifies the fund financing the reimbursable agreement/order.
TITLE	• displayed • not updateable	This field identifies the title or name of the fund financing the reimbursable agreement/order.
MODIFIED	• indicator flag •	This field identifies the flag designating whether or not the automated WIP results were modified. Allowable values are Y or N.
PROJECT CODE	• displayed • not updateable	This field identifies the reimbursable project for which allocated WIP results are being presented.
TOTAL COST	• displayed • not updateable	The total project costs for the WIP run being allocated to customer orders.
FCFY	• displayed • not updateable	The fund code fiscal year for WIP results.

Using the Work In Progress Release Screen ~ Control Section (RADG005)

Introduction

This topic provides information about using the Work In Progress Release Screen ~ Control Section (RADG005), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, the WIP process must be run to produce results to be displayed on this screen.

Procedures

Following are procedures to

- display WIP release control information

Display WIP release control information
Follow the steps in the table below to display WIP release control information.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Work In Progress Release Screen ~ Control Section (RADG005).
2	BUREAU CODE, NAME, WIP DATE, FUND CODE, TITLE, MODIFIED, PROJECT CODE, TOTAL COST, FCFY	This screen is for displaying information only.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
There are no error messages for this screen.	There are no edits or system logic for the fields in this screen; therefore there are no error messages.

Work In Progress Release Screen ~ WIP Results Tab (RADG005)

This section provides information about the Work In Progress Release Screen ~ WIP Results Tab (RADG005), including

- about the Work In Progress Release Screen ~ WIP Results Tab (RADG005)
- using the Work In Progress Release Screen ~ WIP Results Tab (RADG005), and
- example of the Work In Progress Release Screen ~ WIP Results Tab (RADG005).

About the Work In Progress Release Screen ~ WIP Results Tab (RADG005)

Introduction

This topic provides information about the Work In Progress Release Screen ~ WIP Results Tab (RADG005), including

- purpose
- when to use
- accessing the Work In Progress Release Screen ~ WIP Results Tab (RADG005)
- example of the Work In Progress Release Screen ~ WIP Results Tab (RADG005)
- tasks involved, and
- field description table.

Purpose

The purpose of the Work In Progress Release Screen ~ WIP Results Tab (RADG005) is to view WIP results for a project, FCFY associated with the reimbursable agreement/customer order on a WIP results line.

Note: The results generated by the WIP Cost Allocation Process Screen (RADG004) extraction of transactions from trial and allocation of costs, advances, and orders display on the Work In Progress Release Screen (RADG005). The automated results may be manually modified using the RADG005 screen. The results also may be discarded by rerunning RADG004 before a bill has been processed for the WIP run. The results of the WIP process displayed on RADG005 are not stored permanently in the WIP system tables until a bill is processed using the Billing Interface Screen (RADG006).

When to use

Use the Work In Progress Release Screen ~ WIP Results Tab (RADG005) to view WIP results for a project, FCFY associated with the reimbursable agreement on a WIP results line, the user presses the Customer List button.

Note: If the user presses the Customer List button, the Customer Agreement List Popup Screen displays RA No, Customer No, Name, Order No, FCFY, Unreleased WIP, and Release Amount. If the user wishes to drill down further on a particular RA No and Order No line, the user double clicks the line to display the WIP Results Drill Down Popup Screen. The system displays RA No, Customer No, Order No, Project, FCFY, WIP Costs, Avail Order, Avail Adv, Unreleased WIP, and Release Amount.

Accessing the Work In Progress Release Screen ~ WIP Results Tab (RADG005)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **WIP Release** folder. *Result:* The Work In Progress Release Screen ~ Control Section (RADG005) is displayed.
2	Click on the **WIP Results** tab. *Result:* The Work In Progress Release Screen ~ WIP Results Tab (RADG005) is displayed.

Example of the Work In Progress Release Screen ~ WIP Results Tab

An example of the screen follows.

Work In Progress Release Screen ~ WIP Results Tab (RADG005)

Tasks involved

The major task accomplished with the Work In Progress Release Screen ~ WIP Results Tab (RADG005) is

- view WIP results for a project

Field description table

The following table describes each field on the Work In Progress Release Screen ~ WIP Results Tab (RADG005).

Field Description Table		
Field	**Type**	**Description**
RA #	• displayed • not updateable	The reimbursable agreement associated with the line of WIP results viewed.
CUSTOMER NO	• displayed • not updateable	The Customer associated with the line of WIP results viewed.

ORDER NO	- displayed - not updateable	The Customer Order Number Associated with the line of WIP results viewed.
WIP COSTS	- displayed - not updateable	The total costs available for billing for the line of WIP results viewed.
AVAIL ORDER	- displayed - not updateable	The Customer Order balance available to cover incurred WIP costs.
AVAIL ADV	- displayed - not updateable	The advance available to cover incurred WIP costs.
UNRELEASED WIP	- displayed - not updateable	The amount of incurred WIP cost that will not be released to Accounts Receivable for billing.
RELEASE AMOUNT	- displayed - not updateable	The amount of the Order participating in the project.
CUSTOMER LIST	- displayed - screen selection button	Displays Customer List Screen.

Using the Work In Progress Release Screen ~ WIP Results Tab (RADG005)

Introduction

This topic provides information about using the Work In Progress Release Screen ~ WIP Results Tab (RADG005), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

- Before beginning the procedures in this topic, WIP must have been run to provide results to be viewed.

Procedures

Following are procedures to

- view WIP results for a project

View WIP results for a project

Follow the steps in the table below to view WIP results for a project.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Work In Progress Release Screen ~ WIP Results Tab (RADG005).
2	RA #, CUSTOMER NO, ORDER NO, WIP COSTS, AVAIL ORDER, AVAIL ADV, UNRELEASED WIP, RELEASE AMOUNT,	This screen is for viewing only.
3	CUSTOMER LIST	Click button to display screen. Result: Screen is displayed.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
There are no error messages for this screen.	None. This screen is view only. There are no edits or system logic for the fields.

Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005)

This section provides information about the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005), including

- about the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005)
- using the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005, and
- example of the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005).

About the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005)

Introduction

This topic provides information about the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005), including

- purpose
- when to use
- accessing the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005)
- example of the Work In Progress Release Screen ~ WIP Results Popup ~ Customer List Popup (RADG005)
- tasks involved, and
- field description table.

Purpose

The purpose of the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005) is to view WIP results for a project, FCFY associated with the reimbursable agreement on a WIP results line.

Note: The results generated by the WIP Cost Allocation Process Screen (RADG004) extraction of transactions from trial and allocation of costs, advances, and orders display on the Work In Progress Release Screen (RADG005). The automated results may be manually modified using the RADG005 screen. The results also may be discarded by rerunning RADG004 before a bill has been processed for the WIP run. The results of the WIP process displayed on RADG005 are not stored permanently in the WIP system tables until a bill is processed using the Billing Interface Screen (RADG006).

When to use

Use the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005) to drill down on view of WIP results for a project.

Accessing the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **WIP Release** folder.
2	Click on the **WIP Results** tab. *Result:* The Work In Progress Release Screen ~ WIP Results Tab (RADG005) is displayed.
3	Double-click on the **Customer List** screen selection button. *Result:* The Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005) is displayed.

Example of the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005)

An example of the screen follows.

Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005)

Tasks involved

The major task accomplished with the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005) is
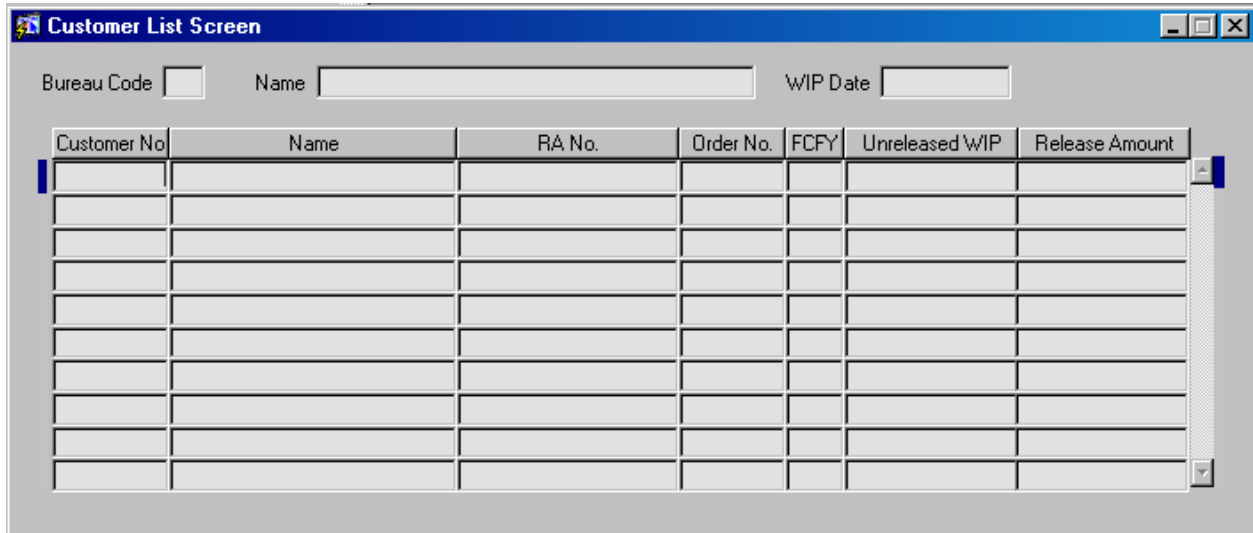
- view detail WIP results for a project

Field description table

The following table describes each field on the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005).

Field Description Table		
Field	**Type**	**Description**
BUREAU CODE	• displayed • not updateable	Identifies the performing bureau.
NAME	• displayed • not updateable	Identifies the name of the performing bureau.
WIP DATE	• displayed • not updateable	The date of the WIP run.

CUSTOMER NO	• displayed • not updateable	The Customer associated with the line of WIP results viewed.
NAME	• displayed • not updateable	The name of the customer who will be billed for reimbursable services.
RA NO	• displayed • not updateable	The reimbursable agreement associated with the line of WIP results viewed.
ORDER	• displayed • not updateable	The Customer Order Number Associated with the line of WIP results viewed.
FCFY	• displayed • not updateable	The fund code fiscal year for the WIP results being viewed.
UNRELEASED WIP	• displayed • not updateable	The amount of incurred WIP cost that will not be released to accounts receivable for billing.
RELEASED AMOUNT	• displayed • not updateable	The amount of the Order participating in the project.

Using the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005)

Introduction

This topic provides information about using the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need

- an existing customer order

Procedures
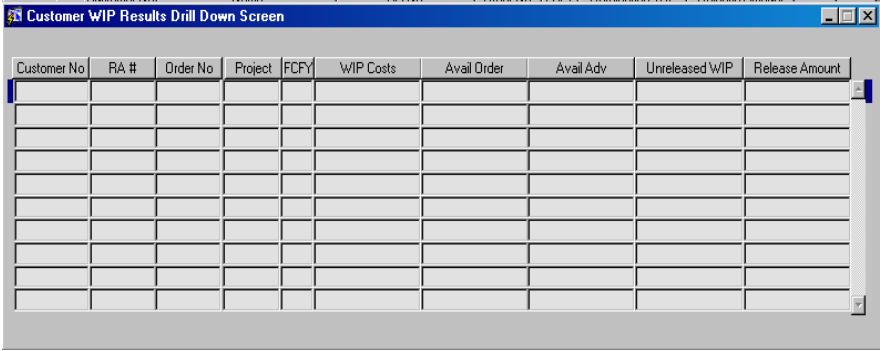
Following are procedures to

- view detail WIP results for a project

View detail WIP results for a project

Follow the steps in the table below to view detail WIP for a project.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Work In Progress Release Screen ~ WIP Results Tab ~ Customer List Popup (RADG005).
2	BUREAU CODE, NAME, WIP DATE, CUSTOMER NO, NAME, RA NO, ORDER, FCFY, UNRELEASED WIP, RELEASED AMOUNT	This screen is for viewing.

3		Double click on customer number to view Customer WIP Results Drilldown Screen (RADG005).
		Result: The Customer WIP Results Drilldown Screen (RADG005) is displayed.
		If the user wishes to view WIP results for a project, FCFY associated with the reimbursable agreement on a WIP results line, the user presses the Customer List button. The Customer Agreement List Popup Screen displays RA No, Customer No, Name, Order No, FCFY, Unreleased WIP, and Release Amount. If the user wishes to drill down further on a particular RA No and Order No line, the user double clicks the line to display the WIP Results Drill Down Popup Screen. This screen is view only and not updateable.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
There are no error messages for this screen.	None. This screen is view only. There are no edits or system logic for this screen.

Work In Progress Release Screen ~ Modify WIP Tab (RADG005)

This section provides information about the Work In Progress Release Screen ~ Modify WIP Tab (RADG005), including

- about the Work In Progress Release Screen ~ Modify WIP Tab (RADG005)
- using the Work In Progress Release Screen ~ Modify WIP Tab (RADG005), and
- example of the Work In Progress Release Screen ~ Modify WIP Tab (RADG005).

About the Work In Progress Release Screen ~ Modify WIP Tab (RADG005)

Introduction

This topic provides information about the Work In Progress Release Screen ~ Modify WIP Tab (RADG005), including

- purpose
- when to use
- accessing the Work In Progress Release Screen ~ Modify WIP Tab (RADG005)
- example of the Work In Progress Release Screen ~ Modify WIP Tab (RADG005)
- tasks involved, and
- field description table.

Purpose

The purpose of the Work In Progress Release Screen ~ Modify WIP Tab (RADG005) is to modify the systems automated WIP results.

Note: The results generated by the WIP Cost Allocation Process Screen (RADG004) extraction of transactions from trial and allocation of costs, advances, and orders display on the Work In Progress Release Screen (RADG005). The automated results may be manually modified using the RADG005 screen. The results also may be discarded by rerunning RADG004 before a bill has been processed for the WIP run. The results of the WIP process displayed on RADG005 are not stored permanently in the WIP system tables until a bill is processed using the Billing Interface Screen (RADG006).

When to use

Use the Work In Progress Release Screen ~ Modify WIP Tab (RADG005) to modify the systems automated WIP results.

Note: The user presses the Modify WIP Tab. The system displays all fields with the Modify flag defaulted to 'N' and Release flag defaulted to 'Y'; or 'N' based on system determined parameters. When the user modifies WIP Costs for a line item, the system enters the Modify flag value of 'Y'. The system also sets the Modified flag in the Control Section to 'Y'. The user may override a release set to 'Y' and change it to 'N' to hold WIP amounts from billing. The user may not override the system and change a release set to 'N' to 'Y'.

Accessing the Work In Progress Release Screen ~ Modify WIP Tab (RADG005)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Drop Down Menu, click on the **WIP Release** folder.
2	Click on the **Modify WIP tab**. *Result:* The Work In Progress Release Screen ~ Modify WIP Tab (RADG005) is displayed.

Example of the Work In Progress Release Screen ~ Modify WIP Tab (RADG005)

An example of the screen follows.

Work In Progress Release Screen ~ Modify WIP Screen (RADG005)

Tasks involved

The major task accomplished with the Work In Progress Release Screen ~ Modify WIP Tab (RADG005) is

- modify the systems automated WIP results

Field description table

The following table describes each field on the Work In Progress Release Screen ~ Modify WIP Tab (RADG005).

Field Description Table		
Field	**Type**	**Description**
RA#	• displayed • not updateable	The reimbursable agreement associated with the line of WIP results viewed.
CUSTOMER NO	• displayed • not updateable	The Customer associated with the line of WIP results viewed.
ORDER NO	• displayed • not updateable	Identifies the customer order number associated with the line of WIP results viewed.
WIP COSTS	• displayed • not updateable	The total costs available for billing for the line of WIP results viewed.

AVAIL ORDER	• displayed • not updateable	The Customer Order balance available to cover incurred WIP costs.
AVAIL ADV	• displayed • not updateable	The advance available to cover incurred WIP costs.
UNRELEASED WIP	• displayed • not updateable	The amount of incurred WIP cost that will not be billed.
RELEASED AMOUNT	• required • user entered	The amount of the Order participating in the project.
M	• displayed • not updateable	The flag indicating WIP line has been modified from the automated WIP results.
R	• displayed • not updateable	The flag indicating a WIP line has been released from automated WIP results.

Using the Work In Progress Release Screen ~ Modify WIP Tab (RADG005)

Introduction

This topic provides information about using the Work In Progress Release Screen ~ Modify WIP Tab (RADG005), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, WIP process must be run to produce results to be displayed on screen.

Procedures

Following are procedures to

- modify WIP results

Modify WIP Results

Follow the steps in the table below to modify WIP results.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Work In Progress Release Screen ~ Modify WIP Tab (RADG005).
2	WIP COSTS	Click inside this field and make the necessary changes. *Result:* The new information is displayed.
3	RELEASE AMOUNT	Click inside this field and make the necessary changes. *Result:* The new information is displayed.

4	RA#, Customer No, Order No, Avail Order, Avail Adv, Unreleased WIP, M, R	These fields are displayed.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Release amount can not be greater than the available advance or the available order.	Enter the correct amount.

Billing Interface Screen (RADG006)

This section provides information about the Billing Interface Screen (RADG006), including

- about the Billing Interface Screen (RADG006)
- using the Billing Interface Screen (RADG006), and
- example of the Billing Interface Screen (RADG006).

About the Billing Interface Screen (RADG006)

Introduction

This topic provides information about the Billing Interface Screen (RADG006), including

- purpose
- when to use
- accessing the Billing Interface Screen (RADG006)
- example of the Billing Interface Screen (RADG006)
- tasks involved, and
- field description table.

Purpose

The purpose of the Billing Interface Screen (RADG006) is to release the project WIP amounts for billing grouped by Reimbursable Agreement Number, Customer and Customer order. For example, if a customer order has applied costs from multiple projects, each of those projects and related applied costs will be grouped to be included in one established receivable and one WIP bill.

Once the user clicks on the run button, the system will create the WIP bill and post to Trial.

Note: The results generated by the WIP Cost Allocation Process Screen (RADG004) extraction of transactions from trial and allocation of costs, advances, and orders display on the Work In Progress Release Screen (RADG005). The results of the WIP process displayed on RADG005 are not stored permanently in the WIP system tables until a bill is processed using the Billing Interface Screen (RADG006). Once RADG006 is run, WIP results are cleared from RADG005 (and can no longer be viewed) for the next WIP run.

When to use

Use the Billing Interface Screen (RADG006) to establish the WIP account receivable and the bill.

Note: See AR001 in the Accounts Receivable User Manual for processing WIP bills outside the automated WIP process. These bills are often referred to as "manual bills."

The user cannot cancel a closed bill (i.e., a bill that has been fully collected or a bill that has an advance applied to it resulting in $0 due). The user must instead process a refund to the customer. The refund to repay the customer is processed on PM003. For refunds of reimbursable Work-In-Progress (WIP) bills, the user must enter the customer order number and the appropriate item types (RAWIP, RAADV, RMWIP, and RMADV) so that the refund will be considered during the WIP process initiated in the Reimbursable Module by RADG004. The item types are used as follows:

RAWIP

If refunding an automated WIP bill (that was processed using RADG006); RAWIP for the reimbursable services must be entered on PM003 so that the customer's customer order balance will be increased (restored).

RAADV

If refunding an automated WIP bill (that was processed using RADG006); RAADV for the advance that was applied must be entered on PM003 so that the customer's advance will be increased (restored).

RMWIP

If refunding a manual WIP bill (that was processed on AR001 and AR002); RmWIP for the reimbursable services must be entered on PM003 so that the customer's customer order balance will be increased (restored).

RMADV

If refunding a manual WIP bill (that was processed on AR001 and AR002); RMADV for the advance that was applied must be entered on PM003 so that the customer's advance will be increased (restored).

Accessing the Billing Interface Screen (RADG006)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Dropdown Menu, click on the **Reimbursable Agreement Upgrade** system.
2	Select RADG006 – Billing Interface Screen *Result:* The Billing Interface Screen (RADG006) is displayed.

Example of the Billing Interface Screen (RADG006)

An example of the screen follows.

Billing Interface Screen (RADG006)

Tasks involved

The major task accomplished with the Billing Interface Screen (RADG006) is

- process WIP bills

Field description table

The following table describes each field on the Billing Interface Screen (RADG006).

Field Description Table		
Field	**Type**	**Description**
BATCH NUMBERS	• required • user entered • LOV available	This field identifies the performing batch number.
BUREAU CODE	• required • user entered • LOV available	This field displays the bureau for the batch number entered.
NAME	• required • user entered	This field displays the bureau name that belongs to the bureau code.
(FUND CODE RANGE) FROM	• required • user entered • max length = 2	This field displays identifies the beginning of the range of fund codes to be included in the WIP billing.
(FUND CODE RANGE) TO	• required • max length = 2	This field displays identifies the end of the range of fund codes to be included in the WIP billing.
GL END DATE	• required • DD-MON-YYYY format	This field identifies the accounting period for which the WIP bill is to be processed.
RUN	• screen selection button	This screen selection button allows the user to initiate processing of WIP bills.

Using the Billing Interface Screen (RADG006)

Introduction

This topic provides information about using the Billing Interface Screen (RADG006), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need:

- WIP release amounts must have been determined through running the WIP process (RADG004).

Procedures

Following are procedures to

- process WIP bills

Process WIP bills

Follow the steps in the table below to process WIP bills.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Billing Interface Screen (RADG006).
2	BATCH NUMBER	Click in the field to enter batch number.
3	BUREAU CODE	Click in the field to enter bureau code. Select from the list of values and the bureau name will be automatically generated based upon the bureau code entered.
4	(FUND CODE RANGE) FROM	Click in the field and enter beginning fund code range.
5	(FUND CODE RANGE) TO	Click in the field and enter ending fund code range.

6	GL END DATE	Click in the field and enter G/L end date.
7	PROCESS WIP	Do you want to process WIP for the parameters entered? • If *yes*, click **Run** screen selection button.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Batch Number must be entered	This error message will be displayed if the batch number is null. User must enter/select valid batch number.
Bureau code must be entered.	This error message will be displayed if the bureau code is null. User must enter/select valid bureau code.
Fund Code ranges must not overlap.	This error message will be displayed if the ending fund code range is not greater than the beginning fund code range. User must enter fund code range that does not overlap.
GL End Date must be entered.	This error message will be displayed if the general ledger end date is null. User must enter/select valid general ledger end date.

Process Reports

Overview

Introduction

This chapter provides information about the Reporting process, including

- purpose
- in this part, and
- additional resources.

Purpose

The purpose of this chapter is to provide

- an overview of the Reimbursable Agreement Reporting process
- descriptions of the task-related user screens
- procedures for using each of the screens, and
- guidance for troubleshooting and error messages.

In this part

This part contains the following sections:

- Economy Act Report Screen (RADG100)
- Reimbursable Agreements History Report Screen (RADG102)
- Reimbursable Agreements Accepted Report Screen (RADG104)
- Reimbursable Acceptance Notification Report Screen (RADG106)
- Reimbursable Agreement Unmatched Cost Report Screen (RADG107)
- Unfilled Customer Order by Period of Performance Report Screen (RADG108)
- WIP Results Report Screen (RADG109)
- WIP Billing Report Screen (RADG110)

Additional resources

For information about the Department of Commerce and finances, refer to the following references:

Government accounting information	DoC Accounting Principles and Standards Handbook
U.S. Federal financial information, laws, regulations and reports	www.financenet.gov
SF-224, 2108 and FACTS	www.treas.gov
Treasury Finance Manual	www.fms.treas.gov
Department of Commerce Homepage	www.osec.doc.gov
CAMS Homepage	www.camsic.osec.doc.gov

Process Workflow and Stages

This section provides information about the Reimbursable Agreement Process Reports process flow, including

- process workflow, illustrating the high-level flow, and
- process stages, describing each stage in the process.

Process workflow

The following workflow model presents a high-level overview of the Process Reports process.

Use this screen to provide a
listing of reimbursable
agreement documents that
are identified as subject to
the economy act.

Use this screen to list each
agreement that shows related
customer order and their
period of performance.

Stage

Use this screen to list all
reimbursable agreements by
performance period
specified.

Use this screen to list the
information concerning the
acceptance of an agreement.

Use this screen to list WIP
unmatched costs.

Use this screen to list
customer orders by period of
performance dates.

Use this screen to list the
results from the WIP
allocation process.

Use this screen to list WIP
bills generated from the WIP
billing process.

Process stages

The following table describes each stage of the Process Reports process.

Process Stages	
Stage	**Description**
1	Do you want to list reimbursable agreements subject to the economy act? • When *yes*, • generate report on economy act agreements. • When *no*, go to next stage.
2	Do you want to list reimbursable agreements by agreement status and period of performance? • When *yes*, • generate report on agreements by status and period of performance. • When *no*, go to next stage.
3	Do you want to list reimbursable agreements which have been accepted? • When *yes*, • generate report on accepted agreements. • When *no*, go to next stage.
4	Do you want to print the agreement Acceptance Notification? • When *yes*, • generate agreement Acceptance Notification. • When *no*, go to next stage.
5	Are there any unmatched costs from the WIP process? • When *yes*, • view unmatched costs report. • When *no*, go to next stage.

6	Do you want to list unfilled customer orders by period of performance? • When *yes*, • generate report on customer orders by period of performance. • When *no*, go to next stage.	
7	Do you want to list results of WIP process? • When *yes*, • generate report on WIP results. • When *no*, go to next stage.	
8	Do you want to list results of WIP bills processed? • When *yes*, • generate WIP billing report. • When *no*, stop.	

Economy Act Report Screen (RADG100)

This section provides information about the Economy Act Report Screen (RADG100), including

- [about the Economy Act Report Screen (RADG100)](#)
- [using the Economy Act Report Screen (RADG100)](#), and
- [example of the Economy Act Report Screen (RADG100)](#).

About the Economy Act Report Screen (RADG100)

Introduction

This topic provides information about the Economy Act Report Screen (RADG100), including

- [purpose](#)
- [when to use](#)
- [accessing the Economy Act Report Screen (RADG100)](#)
- [example of the Economy Act Report Screen (RADG100)](#)
- [tasks involved](#), and
- [field description table](#).

Purpose

The Economy Act Report Screen (RADG100) allows the user to generate a listing of reimbursable agreement documents that are identified as subject to the economy act.

When to use

Use the Economy Act Report Screen (RADG100) to generate the report.
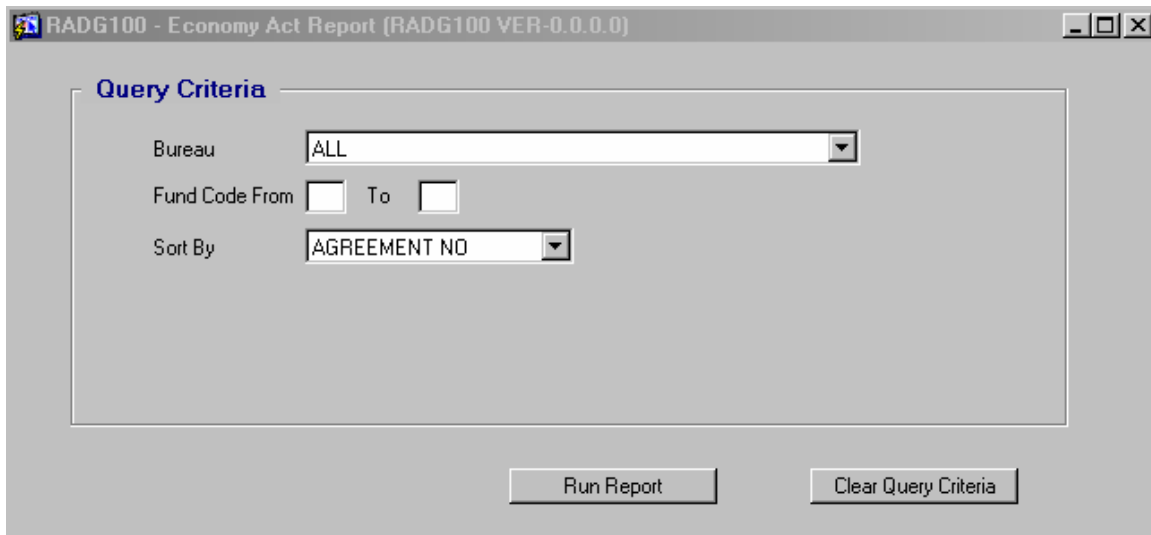
Accessing the Economy Act Report Screen (RADG100)

Follow the steps in the table below to access the screen.

	Accessing Table	
Step	**Action**	
1	From the Navigation Dropdown menu, click on the **Reimbursable Agreement Upgrade** system.	
2	Click on the **Reports** folder.	
3	Double click on RADG100 – Economy Act Report Screen. *Result:* The Economy Act Report Screen (RADG100) is displayed.	

Example of the Economy Act Report Screen (RADG100)

An example of the screen follows.

Economy Act Report Screen (RADG100)

Tasks involved

The major task accomplished with the Economy Act Report Screen (RADG100) is

- generate report

Field description table

The following table describes each field on the Economy Act Report Screen (RADG100).

Field Description Table		
Field	**Type**	**Description**
BUREAU	• dropdown list • default 'ALL'	This field displays the bureau code.
FUND CODE FROM	• required • max length = 2	This field displays the beginning fund code of the range to be extracted.
(FUND CODE) TO	• required • max length = 2	This field displays the ending fund code of the range to be extracted.
SORT BY	• user entered • LOV available	This field identifies whether to sort by agreement number or the project. 'A' – Agreement no 'P' – Project
RUN REPORT	• screen selection button	The user clicks this screen selection button to run the report.
CLEAR QUERY CRITERIA	• screen selection button	The user clicks this screen selection button to clear all the data entered and restore default selections.

Using the Economy Act Report Screen (RADG100)

Introduction

This topic provides information about using the Economy Act Report Screen (RADG100), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need:

- approved and active agreements and orders.

Procedures

Following are procedures to

- generate report

Generate report
Follow the steps in the table below to generate report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Economy Act Report Screen (RADG100).
2	BUREAU CODE	Click on the dropdown arrow to select bureau code from list. *Result:* The bureau code is displayed.
3	FUND CODE FROM	Click in the field to enter fund code range 'from'. *Result:* The fund code is displayed.
4	(FUND CODE) TO	Click in the field to enter fund code rang 'to'. *Result:* The fund code is displayed.

5	SORT BY	Click on the dropdown arrow to select 'Agreement No' or 'Project' from the list.
		Result: The 'Agreement No' or 'Project' is displayed.
6	RUN REPORT	Do you want to generate a report based on the query data entered? • If *yes*, click the **Run Report** screen selection button to generate the parameter report. *Note*: See Appendix B for report layout. • If *no,* stop.
7	CLEAR QUERY CRITERIA	Click the **Clear Query Criteria** screen selection button to clear all the data entered and restore default selections.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Bureau Code must be entered.	This error message will be displayed if the bureau code is null. User must enter valid bureau code.
Fund Code must be entered.	This error message will be displayed if the fund code is null. User must enter valid fund code.
Sort By must be entered.	This error message will be displayed if the sort by field is null. User must enter sort by.

Reimbursable Agreements History Report Screen (RADG102)

This section provides information about the Reimbursable Agreements History Report Screen (RADG102), including

- about the Reimbursable Agreements History Report Screen (RADG102)
- using the Reimbursable Agreements History Report Screen (RADG102), and
- example of the Reimbursable Agreements History Report Screen (RADG102).

About the Reimbursable Agreements History Report Screen (RADG102)

Introduction

This topic provides information about the Reimbursable Agreements History Report Screen (RADG102), including

- purpose
- when to use
- accessing the Reimbursable Agreements History Report Screen (RADG102)
- example of the Reimbursable Agreements History Report Screen (RADG102)
- tasks involved, and
- field description table.

Purpose

The Reimbursable Agreements History Report Screen (RADG102) allows the user to generate a listing of each agreement that shows related customer orders and their respective periods of performance.

Note: See Appendix B for report layout.

When to use

Use the Reimbursable Agreements History Report Screen (RADG102) to generate report.

Accessing the Reimbursable Agreements History Report Screen (RADG102)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **Reimbursable Agreement Upgrade** system.
2	Click on the **Reports** folder.
3	Double click on RADG102 – Reimbursable Agreements History Report Screen. ***Result:*** The Reimbursable Agreements History Report Screen (RADG102) is displayed.

Example of the Reimbursable Agreements History Report Screen (RADG102)

An example of the screen follows.

Reimbursable Agreements History Report Screen (RADG102)

Tasks involved

The major task accomplished with the Reimbursable Agreements History Report Screen (RADG102) is

- generate report

Field description table

The following table describes each field on the Reimbursable Agreements History Report Screen (RADG102).

Field Description Table		
Field	**Type**	**Description**
BUREAU	- required - LOV available - display length = 2 digits	This field displays the bureau.
FUND CODE FROM	- required - user entered	This field displays the fund code 'from'.
(FUND CODE) TO	- required - user entered	This field displays the fund code 'to'.
AGREEMENT STATUS	- required - user entered	This field displays the status of the reimbursable agreement.
INCLUDE ALL AGREEMENTS	radio button	This radio button identifies whether the report parameters to include 'all agreements' have been selected.
INCLUDE NOT EXPIRED AGREEMENTS ONLY	radio button	This radio button identifies whether the report parameters to include 'not expired agreements only' have been selected.
EXPIRED AGREEMENTS ONLY	radio button	This radio button identifies whether the report parameters to include 'expired agreements only' have been selected.
RUN REPORT	screen selection button	The user clicks this button to process the report for the parameters entered.
CLEAR QUERY CRITERIA	screen selection button	The user clicks this button to clear the parameters entered into the screen.

Using the Reimbursable Agreements History Report Screen (RADG102)

Introduction

This topic provides information about using the Reimbursable Agreements History Report Screen (RADG102), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need

- to create a Reimbursable Agreement.

Procedures

Following are procedures to

- generate report

Generate report

Follow the steps in the table below to generate report.

<table>
<tr><th colspan="3">Procedure Table</th></tr>
<tr><th>Step</th><th>Field</th><th>Action</th></tr>
<tr>
<td>1</td>
<td>N/A</td>
<td>Access the Reimbursable Agreements History Report Screen (RADG102).</td>
</tr>
<tr>
<td>2</td>
<td>BUREAU CODE</td>
<td>Click on the dropdown arrow to select bureau code from list.

Result: The bureau code is displayed.</td>
</tr>
<tr>
<td>3</td>
<td>FUND CODE FROM</td>
<td>Click in the field to enter fund code range 'from'.

Result: The fund code is displayed.</td>
</tr>
<tr>
<td>4</td>
<td>(FUND CODE) TO</td>
<td>Click in the field to enter fund code rang 'to'.

Result: The fund code is displayed.</td>
</tr>
</table>

5	AGREEMENT STATUS	Click in the field to enter the agreement status. **Result:** The agreement status is displayed.

6	INCLUDE ALL AGREEMENTS	Do you want to display all agreements on the parameter report?
		
		• If *yes*,
		    • click the **Include All Agreements** radio button, and
		    • proceed to step 9.
		• If *no,* go to the next step or stop.

7	INCLUDE NOT EXPIRED AGREEMENTS ONLY	Do you want to display all current agreements on the parameter report?
		
		• If *yes*,
		    • click the **Include Not Expired Agreements Only** radio button, and
		    • proceed to step 9.
		• If *no,* go to the next step or stop.

8	EXPIRED AGREEMENTS ONLY	Do you want to display all expired agreements on the parameter report?
		
		• If *yes*,
		    • click the **Expired Agreements Only** radio button, and
		    • proceed to step 9.
		• If *no,* go to the next step or stop.

9	RUN REPORT	Do you want to generate a report based on the query data entered?
		
		• If *yes*,
		    • click the **Run Report** screen selection button to generate the parameter report.
		    • See Appendix B for report layout.
		• If *no,* go to step 10.

10	CLEAR QUERY CRITERIA	Click the **Clear Query Criteria** screen selection button to clear all the data entered and restore default selections.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Bureau Code must be entered.	This error message will be displayed if the bureau code is null. User must enter a valid user code.
The status must be entered.	This error message will be displayed if the status is null. User must enter a valid status.

Reimbursable Agreements Accepted Report Screen (RADG104)

This section provides information about the Reimbursable Agreements Accepted Report Screen (RADG104), including

- about the Reimbursable Agreements Accepted Report Screen (RADG104)
- using the Reimbursable Agreements Accepted Report Screen (RADG104), and
- example of the Reimbursable Agreements Accepted Report Screen (RADG104).

About the Reimbursable Agreements Accepted Report Screen (RADG104)

Introduction

This topic provides information about the Reimbursable Agreements Accepted Report Screen (RADG104), including

- purpose
- when to use
- accessing the Reimbursable Agreements Accepted Report Screen (RADG104)
- example of the Reimbursable Agreements Accepted Report Screen (RADG104)
- tasks involved, and
- field description table.

Purpose

The Reimbursable Agreements Accepted Report Screen (RADG104) allows the user to generate a parameter report that lists all reimbursable agreements by performance period as specified.

Note: See Appendix B for report layout.

When to use

Use the Reimbursable Agreements Accepted Report Screen (RADG104) to generate report.

Accessing the Reimbursable Agreements Accepted Report Screen (RADG104)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **Reimbursable Agreement Upgrade** system.
2	Click on the **Reports** folder.
3	Double click on RADG104 – Reimbursable Agreements Accepted Report Screen
	Result: The Reimbursable Agreements Accepted Report Screen (RADG104) is displayed.

Example of the Reimbursable Agreements Accepted Report Screen (RADG104)

An example of the screen follows.

Reimbursable Agreements Accepted Report Screen (RADG104)

Tasks involved

The major task accomplished with the Reimbursable Agreements Accepted Report Screen (RADG104) is

- generate report

Field description table

The following table describes each field on the Reimbursable Agreements Accepted Report Screen (RADG104).

Field Description Table		
Field	**Type**	**Description**
BUREAU	• required • drop down list	This field displays the bureau.
ACCEPTANCE ORGANIZATION (FROM)	• required • LOV available • max length = 16	This field displays the beginning organization code in the range.
(ACCEPTANCE ORGANIZATION) TO	• required • LOV available • max length = 16	This field displays the ending organization code in the range.
ACCEPTANCE DATE (FROM)	• not required •	This field displays the beginning acceptance date in the range.
ACCEPTANCE DATE (TO)	• not required •	This field displays the ending acceptance date in the range.
ORGANIZATION GROUP BY TO LEVEL	• required • default = 7	This field displays the organization group by level.
RUN REPORT	• screen selection button	The user clicks this button to process the report for the parameters entered.
CLEAR QUERY CRITERIA	• screen selection button	The user clicks this button to clear the parameters entered into the screen.

Using the Reimbursable Agreements Accepted Report Screen (RADG104)

Introduction

This topic provides information about using the Reimbursable Agreements Accepted Report Screen (RADG104), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need to:

- create a Reimbursable Agreement.

Procedures

Following are procedures to

- generate report

Generate report

Follow the steps in the table below to generate report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Reimbursable Agreements Accepted Report Screen (RADG104).
2	BUREAU CODE	Click on the dropdown arrow to select bureau code from list. *Result*: The bureau code is displayed.
3	ACCEPTANCE ORGANIZATION (FROM)	Click in the field to enter organization code or select from LOV. *Result:* The acceptance organization is displayed.

4	(ACCEPTANCE ORGANIZATION) TO	Click in the field to enter organization code or to select from LOV. **Result:** The acceptance organization is displayed.
5	ACCEPTANCE DATE (FROM)	Click in the field to enter acceptance date 'from'. **Result**: The acceptance date 'from' is displayed.
6	ACCEPTANCE DATE (TO)	Click in the field to enter acceptance date 'to'. **Result**: The acceptance date 'to' is displayed.
	ORGANIZATION GROUP BY TO LEVEL	Click in the field to enter organization group level. **Result**: The level is displayed.

7	RUN REPORT	Do you want to generate a report based on the query data entered?
		
		• If *yes*,
		   • Click the **Run Report** screen selection button to generate the parameter report.
		   • See Appendix B for report layout.

8	CLEAR QUERY CRITERIA	Click the **Clear Query Criteria** screen selection button to clear all the data entered and restore default selections.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Bureau Code must be entered.	This error message will be displayed if the bureau code is null. User must enter a valid user code.
The acceptance organization code must be entered.	This error message will be displayed if the organization code is null. User must enter a valid organizational code.

Organizational Group by Level must be entered.	This error message will be displayed if the organization group level is null. User must enter valid level.

Reimbursable Acceptance Notification Report Screen (RADG106)

This section provides information about the Reimbursable Acceptance Notification Report Screen (RADG106), including

- about the Reimbursable Acceptance Notification Report Screen (RADG106)
- using the Reimbursable Acceptance Notification Report Screen (RADG106), and
- example of the Reimbursable Acceptance Notification Report Screen (RADG106).

About the Reimbursable Acceptance Notification Report Screen (RADG106)

Introduction

This topic provides information about the Reimbursable Acceptance Notification Report Screen (RADG106), including

- purpose
- when to use
- accessing the Reimbursable Acceptance Notification Report Screen (RADG106)
- example of the Reimbursable Acceptance Notification Report Screen (RADG106)
- tasks involved, and
- field description table.

Purpose

The purpose for the Reimbursable Acceptance Notification Report Screen (RADG106) is to allow the user to generate a report concerning the acceptance of a reimbursable agreement.

Note: See Appendix B for report layout.

When to use

Use the Reimbursable Acceptance Notification Report Screen (RADG106) to generate report.
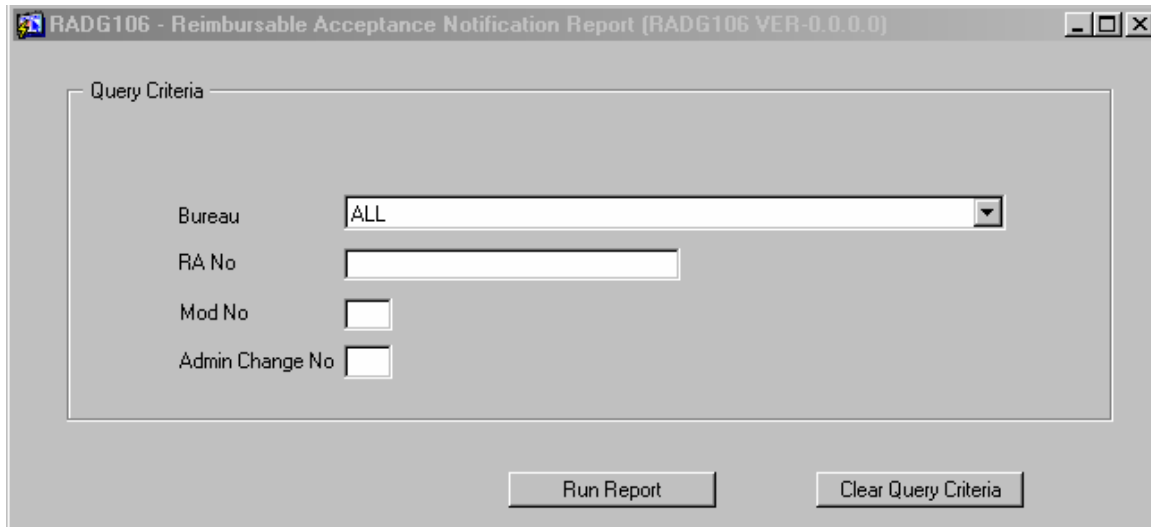
Accessing the Reimbursable Acceptance Notification Report Screen (RADG106)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **Reimbursable Agreement Upgrade** system.
2	Click on the **Reports** folder.
3	Double click on RADG106 – Reimbursable Acceptance Notification Report Screen. **Result:** The Reimbursable Acceptance Notification Report Screen is displayed.

Example of the Reimbursable Acceptance Notification Report Screen (RADG106)

An example of the screen follows.

Reimbursable Acceptance Notification Report Screen (RADG106)

Tasks involved

The major task accomplished with the Reimbursable Acceptance Notification Report Screen (RADG106) is

- generate report

Field description table

The following table describes each field on the Reimbursable Acceptance Notification Report Screen (RADG106).

Field Description Table		
Field	**Type**	**Description**
BUREAU	• default 'ALL' • LOV available	This field displays the bureau code.
RA NO	• required	This field displays the Reimbursable Agreement Number.
MOD NO	• required	This field displays the Modification Number for the reimbursable agreement and defaults to the last modification.
ADMIN CHANGE NO	• required	This field displays the Administrative Change Number for the reimbursable agreement and modification Default to last administrative change number. Display error message if agreement no or mod no is blank.
RUN REPORT	• screen selection button	The user clicks this button to process the report for the parameters entered.
CLEAR QUERY CRITERIA	• screen selection button	The user clicks this button to clear the parameters entered into the screen.

Using the Reimbursable Acceptance Notification Report Screen (RADG106)

Introduction

This topic provides information about using the Reimbursable Acceptance Notification Report Screen (RADG106), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need:

- create a Reimbursable Agreement.

Procedures

Following are procedures to

- generate report

Generate report

Follow the steps in the table below to generate report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Reimbursable Acceptance Notification Report Screen (RADG106).
2	BUREAU CODE	Select bureau code from drop down list. ***Result***: The bureau code is displayed.
3	RA NO	Click in the field and enter the reimbursable agreement number. ***Result***: The reimbursable agreement number is displayed.

| 4 | MOD NO | Click in the field and enter the modification number.

Result: The modification number is displayed. |
|---|---|---|
| 5 | ADMIN CHANGE NO | Click in the field and enter the administrative change number.

Result: The admin change no is displayed. |
| 6 | RUN REPORT | Do you want to generate a report based on the query data entered?

- If *yes*, click the **Run Report** screen selection button to generate the parameter report.
Note: See Appendix B for report layout. |
| 7 | CLEAR QUERY CRITERIA | Click the **Clear Query Criteria** screen selection button to clear all the data entered and restore default selections. |

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Bureau Code must be entered.	This error message will be displayed if the bureau code is null.

User must enter a valid bureau code. |
| *The reimbursable agreement number must be entered.* | This error message will be displayed if the reimbursable agreement number is null.

User must enter a valid reimbursable agreement number. |
| *Modification number must be entered.* | This error message will be displayed if the modification number is null.

User must enter valid modification number. |

Administrative change number must be entered.	This error message will be displayed if the administrative change number is null. User must select valid administrative change number.

Reimbursable Agreement Unmatched Cost Report Screen (RADG107)

This section provides information about the Reimbursable Agreement Unmatched Cost Report Screen (RADG107), including

- about the Reimbursable Agreement Unmatched Cost Report Screen (RADG107)
- using the Reimbursable Agreement Unmatched Cost Report Screen (RADG107), and
- example of the Reimbursable Agreement Unmatched Cost Report Screen (RADG107).

About the Reimbursable Agreement Unmatched Cost Report Screen (RADG107)

Introduction

This topic provides information about the Reimbursable Agreement Unmatched Cost Report Screen (RADG107), including

- purpose
- when to use
- accessing the Reimbursable Agreement Unmatched Cost Report Screen (RADG107)
- example of the Reimbursable Agreement Unmatched Cost Report Screen (RADG107)
- tasks involved, and
- field description table.

Purpose

The Reimbursable Agreement Unmatched Cost Report Screen (RADG107) allows the user to generate a report of unmatched costs identified during the WIP process.

Note: Unmatched costs are costs which could not be allocated to a customer order during the WIP process.

Note: See Appendix B for report layout.

When to use

Use the Reimbursable Agreement Unmatched Cost Report Screen (RADG107) to a generate report.

Accessing the Reimbursable Agreement Unmatched Cost Report Screen (RADG107)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **Reimbursable Agreement Upgrade** system.
2	Click on the **Reports** folder.
3	Double click on RADG107 – Reimbursable Agreement Unmatched Cost Report Screen. ***Result:*** The Reimbursable Agreement Unmatched Cost Report Screen (RADG107) is displayed.

Example of the Reimbursable Agreement Unmatched Cost Report Screen (RADG107)

An example of the screen follows.

Reimbursable Agreement Unmatched Cost Report Screen (RADG107)

Tasks involved

The major task accomplished with the Reimbursable Agreement Unmatched Cost Report Screen (RADG107) is

- generate report

Field description table

The following table describes each field on the Reimbursable Agreement Unmatched Cost Report Screen (RADG107).

Field Description Table		
Field	**Type**	**Description**
Bureau	- required - dropdown list - LOV available	This field displays the bureau code.
Fund Code From	required	This field displays the beginning fund code range.
(Fund Code) To	required	This field displays the ending fund code range.
Run Report	screen selection button	The user clicks this button to process the report for the parameters entered.
Clear Query Criteria	screen selection button	The user clicks this button to clear the parameters entered into the screen.

Using the Reimbursable Agreement Unmatched Cost Report Screen (RADG107)

Introduction

This topic provides information about using the Reimbursable Agreement Unmatched Cost Report Screen (RADG107), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need to:

- run the WIP process, to obtain results.

Procedures

Following are procedures to

- generate report

Generate report

Follow the steps in the table below to generate report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Reimbursable Agreement Unmatched Cost Report Screen (RADG107).
2	BUREAU CODE	Select bureau code from drop down list.
3	(FUND CODE RANGE) FROM	Click in field and enter fund code range 'from'.
4	(FUND CODE RANGE) TO	Click in field and enter fund code range 'to'.

| 6 | RUN REPORT | Do you want to generate a report based on the query data entered?

 • If *yes*,
    • Click the **Run Report** screen selection button to generate the parameter report.
    • See Appendix B for report layout. |
| 7 | CLEAR QUERY CRITERIA | Click the **Clear Query Criteria** screen selection button to clear all the data entered and restore default selections. |

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Bureau Code must be entered.	This error message will be displayed if the bureau code is null. User must enter valid bureau code.
Fund Code must be entered.	This error message will be displayed if the fund code is null. User must enter valid fund code.

Unfilled Customer Order by Period of Performance Report Screen (RADG108)

This section provides information about the Unfilled Customer Order by Period of Performance Report Screen (RADG108), including

- about the Unfilled Customer Order by Period of Performance Report Screen (RADG108)
- using the Unfilled Customer Order by Period of Performance Report Screen (RADG108), and
- example of the Unfilled Customer Order by Period of Performance Report Screen (RADG108).

About the Unfilled Customer Order by Period of Performance Report Screen (RADG108)

Introduction

This topic provides information about the Unfilled Customer Order by Period of Performance Report Screen (RADG108), including

- purpose
- when to use
- accessing the Unfilled Customer Order by Period of Performance Report Screen (RADG108)
- example of the Unfilled Customer Order by Period of Performance Report Screen (RADG108)
- tasks involved, and
- field description table.

Purpose

The purpose of the Unfilled Customer Order by Period of Performance Report Screen (RADG108) is to allow the user to generate a report listing customer orders by period of performance dates.

Note: See Appendix B for report layout.

When to use

Use the Unfilled Customer Order by Period of Performance Report Screen (RADG108) to generate report.

Accessing the Unfilled Customer Order by Period of Performance Report Screen (RADG108)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **Reimbursable Agreement Upgrade** system.
2	Click on the **Reports** folder.
2	Double click on RADG108 – Unfilled Customer Order by Period of Performance Report Screen. ***Result:*** The Unfilled Customer Order by Period of Performance Report Screen (RADG108) is displayed.

Example of the Unfilled Customer Order by Period of Performance Report Screen (RADG108)

An example of the screen follows.

Unfilled Customer Order by Period of Performance Report Screen (RADG108)

Tasks involved

The major task accomplished with the Unfilled Customer Order by Period of Performance Report Screen (RADG108) is

- generate report

Field description table

The following table describes each field on the Unfilled Customer Order by Period of Performance Report Screen (RADG108).

Field Description Table		
Field	**Type**	**Description**
BUREAU	• required • dropdown list • LOV available	This field displays the bureau code.
FUND CODE (FROM)	• required	This field displays the beginning fund code range.
(FUND CODE) TO	• required	This field displays the ending fund code range.
ADMIN OFFICE	• required • default 'ALL'	This field displays the administrative office.
ORIGINATING OFFICE	• required • default 'ALL'	This field displays the originating office.
PERIOD OF PERFORMANCE END DATE	• required if checkmark box is not selected	This field displays the beginning period of performance end date in the range.
PERIOD OF PERFORMANCE END DATE (TO)	• required if checkmark box is not selected	This field displays the ending period of performance end date in the range.
INCLUDE BOTH ACTIVE AND INACTIVE ORDERS	• radio button	This field indicates that all orders are included.
INCLUDE ACTIVE ORDERS ONLY	• radio button	This field indicates that only active orders are included.
ORDERS WITH BLANK PERIOD OF PERFORMANCE END DATE ONLY	• check mark box	This checkmark box indicates that the parameter report will only display orders with blank period of performance end dates.
RUN REPORT	• screen selection button	The user clicks this button to process the report for the parameters entered.

CLEAR QUERY CRITERIA	• screen selection button	The user clicks this button to clear the parameters entered into the screen.

Using the Unfilled Customer Order by Period of Performance Report Screen (RADG108)

Introduction

This topic provides information about using the Unfilled Customer Order by Period of Performance Report Screen (RADG108), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need to:

- create the unfilled customer orders.

Procedures

Following are procedures to

- generate report

Generate report

Follow the steps in the table below to generate report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the Unfilled Customer Order by Period of Performance Report Screen (RADG108).
2	BUREAU CODE	Select bureau code from drop down list. *Result:* The bureau code is displayed.
3	FUND CODE (FROM)	Click in field and enter fund code range 'from'. *Result*: The fund code is displayed.
4	(FUND CODE) TO	Click in field and enter fund code rang 'to'. *Result:* The fund code is displayed.

| 5 | ADMIN OFFICE | Click in field and enter administrative office.

Result: The admin office is displayed. |
|---|---|---|
| 6 | ORIGINATING OFFICE | Click in field and enter originating office.

Result: The originating office is displayed. |
| 7 | PERIOD OF PERFORMANCE END DATE (FROM) | Click in field and enter beginning period of performance end date.

Note: Only required if 'Orders with Blank Period of Performance End Date Only' checkmark box is not checked. |
| 8 | (PERIOD OF PERFORMANCE END DATE) TO | Click in field and enter ending period of performance end date.

Note: Only required if 'Orders with Blank Period of Performance End Date Only' checkmark box is not checked. |
| 9 | INCLUDE BOTH ACTIVE AND INACTIVE ORDERS | Do you want to include all orders?

• If *yes*, click in field to select radio button.
• If *no,* do not click in field. |
| 10 | INCLUDE ACTIVE ORDERS ONLY | Do you only want to include active orders?

• If *yes*, click in field to select radio button.
• If *no,* do not click in field. |
| 11 | ORDERS WITH BLANK PERIOD OF PERFORMANCE END DATE ONLY | Do you want to display the orders with blank period of performance end date only?

• If *yes*, click in field to select check mark.
• If *no,* do not click in field. |
| 12 | RUN REPORT | Do you want to generate a report based on the query data entered?

• If *yes*, click the **Run Report** screen selection button to generate the parameter report. See Appendix B for report layout. |
| 13 | CLEAR QUERY CRITERIA | Click the **Clear Query Criteria** screen selection button to clear all the data entered and restore default selections. |

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Bureau Code field must be entered.	This error message will be displayed if the bureau code is null. User must enter valid bureau code.
Fund Code must be entered.	This error message will be displayed if the fund code is null. User must enter valid fund code.
Administrative Office must be entered.	This error message will be displayed if the administrative office is null. User must enter valid administrative office.
Originating Office must be entered.	This error message will be displayed if the originating office is null. User must enter valid originating office.
End Period of Performance must be entered.	This error message will be displayed if the end of performance date is null ad the check mark box is not checked. User must enter valid end of performance date.

WIP Results Report Screen (RADG109)

This section provides information about the WIP Results Report Screen (RADG109), including

- about the WIP Results Report Screen (RADG109)
- using the WIP Results Report Screen (RADG109), and
- example of the WIP Results Report Screen (RADG109).

About the WIP Results Report Screen (RADG109)

Introduction

This topic provides information about the WIP Results Report Screen (RADG109), including

- purpose
- when to use
- accessing the WIP Results Report Screen (RADG109)
- example of the WIP Results Report Screen (RADG109)
- tasks involved, and
- field description table.

Purpose

The WIP Results Report Screen (RADG109) allows the user to generate a listing of WIP results generated during the WIP allocation process.

When to use

Use the WIP Results Report Screen (RADG109) to generate report. Note: See Appendix B for report layout.
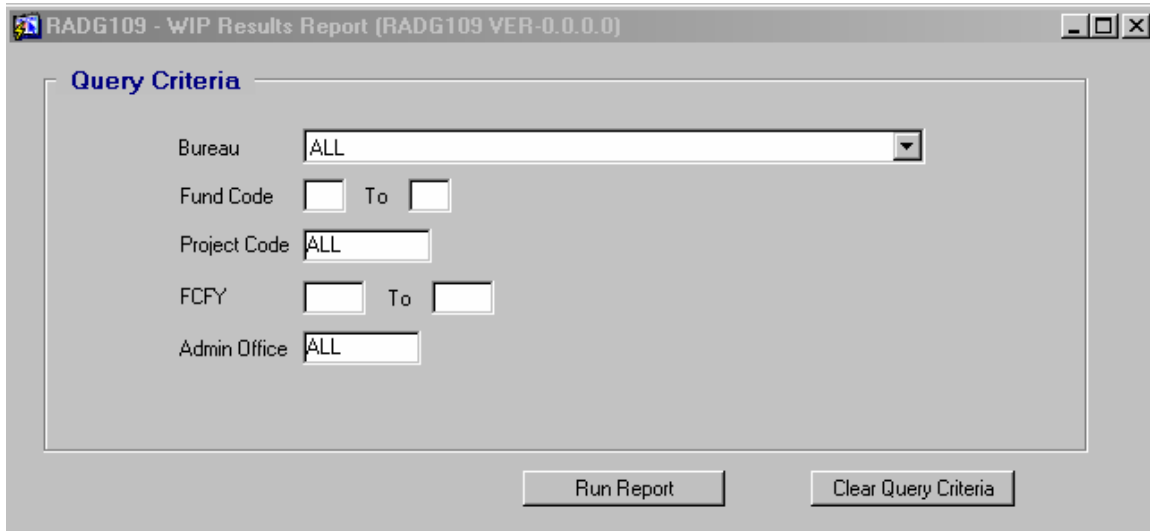
Accessing the WIP Results Report Screen (RADG109)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **Reimbursable Agreement Upgrade** system.
2	Click on the **Reports** folder.
2	Double click on RADG109 – WIP Results Report Screen. ***Result:*** The WIP Results Report Screen (RADG109) is displayed.

Example of the WIP Results Report Screen (RADG109)

An example of the screen follows.

WIP Results Report Screen (RADG109)

Tasks involved

The major task accomplished with the WIP Results Report Screen (RADG109) is

- generate report

Field description table

The following table describes each field on the WIP Results Report Screen (RADG109).

Field Description Table		
Field	**Type**	**Description**
BUREAU	- required - dropdown list - default 'ALL'	This field displays the bureau code.
FUND CODE (FROM)	- required - max length = 02	This field displays the beginning fund code range.
(FUND CODE) TO	- required - max length = 02	This field displays the ending fund code range.
PROJECT CODE	default 'ALL'	This field displays the project code.
FCFY (FROM)	- required - max length = 04	This field displays the beginning fund code fiscal year range.
(FCFY) TO	- required - max length = 04	This field displays the ending fund code fiscal year range.
ADMIN OFFICE	- required - default 'ALL'	This field displays the administrative office.
RUN REPORT	screen selection button	The user clicks this button to process the report for the parameters entered.
CLEAR QUERY CRITERIA	screen selection button	The user clicks this button to clear the parameters entered into the screen.

Using the WIP Results Report Screen (RADG109)

Introduction

This topic provides information about using the WIP Results Report Screen (RADG109), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need:

- to run the WIP process (RADG004).

Procedures

Following are procedures to

- generate report

Generate report

Follow the steps in the table below to generate report.

Procedure Table		
Step	**Field**	**Action**
1	N/A	Access the WIP Results Report Screen (RADG109).
2	BUREAU CODE	Click on the dropdown arrow to select bureau code from list of values. *Result*: The bureau code is displayed.
3	FUND CODE (FROM)	Click in field and enter fund code range 'from'. *Result*: The fund code is displayed.
4	(FUND CODE) TO	Click in field and enter fund code rang 'to'. *Result:* The fund code is displayed.

5	PROJECT CODE	Click in the field to enter project code. *Result*: The project code is displayed.
6	FCFY	Click in the field to enter fund code fiscal year. *Result*: The year is displayed.
7	ADMIN OFFICE	Click in the field to enter administrative office. *Result:* The administrative office is displayed.

8	RUN REPORT	Do you want to generate a report based on the query data entered?
		
		• If *yes*,
		   • Click the **Run Report** screen selection button to generate the parameter report.
		   • See Appendix B for report layout.

9	CLEAR QUERY CRITERIA	Click the **Clear Query Criteria** screen selection button to clear all the data entered and restore default selections.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Bureau Code field must be entered.	This error message will be displayed if the bureau code is null. User must enter valid bureau code.
Fund Code must be entered.	This error message will be displayed if the fund code is null. User must enter valid fund code.

Project Code must be entered.	This error message will be displayed if the project code is null.
	User must enter valid project code.
Fund Code Fiscal Year must be entered.	This error message will be displayed if the fund code fiscal year is null.
	User must enter valid fund code fiscal year.
Administrative Office must be entered.	This error message will be displayed if the administrative office is null.
	User must enter valid administrative office.

WIP Billing Report Screen (RADG110)

This section provides information about the WIP Billing Report Screen (RADG110), including

- about the WIP Billing Report Screen (RADG110)
- using the WIP Billing Report Screen (RADG110), and
- example of the WIP Billing Report Screen (RADG110).

About the WIP Billing Report Screen (RADG110)

Introduction

This topic provides information about the WIP Billing Report Screen (RADG110), including

- purpose
- when to use
- accessing the WIP Billing Report Screen (RADG110)
- example of the WIP Billing Report Screen (RADG110)
- tasks involved, and
- field description table.

Purpose

The purpose of the WIP Billing Report Screen (RADG110) is to allow the user to generate a listing of WIP bills generated from the WIP billing process.

When to use

Use the WIP Billing Report Screen (RADG110) to generate report.

Note: See Appendix B for report layout.
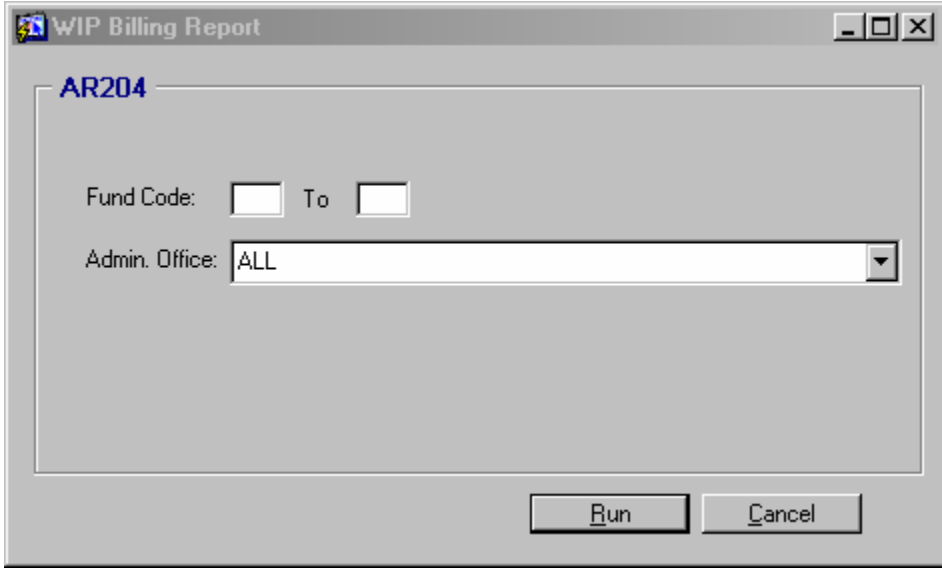
Accessing the WIP Billing Report Screen (RADG110)

Follow the steps in the table below to access the screen.

Accessing Table	
Step	**Action**
1	From the Navigation Dropdown menu, click on the **Reimbursable Agreement Upgrade** system.
2	Click on the **Reports** folder.
2	Double click on RADG110 – WIP Billing Report Screen. ***Result:*** The WIP Billing Report Screen (RADG110) is displayed.

Example of the WIP Billing Report Screen (RADG110)

An example of the screen follows.

WIP Billing Report Screen (RADG110)

Tasks involved

The major task accomplished with the WIP Billing Report Screen (RADG110) is

- generate report

Field description table

The following table describes each field on the WIP Billing Report Screen (RADG110).

<table>
<tr><th colspan="3">Field Description Table</th></tr>
<tr><th>Field</th><th>Type</th><th>Description</th></tr>
<tr>
<td>FUND CODE (FROM)</td>
<td>
required
max length = 02
</td>
<td>This field displays the beginning fund code range.</td>
</tr>
<tr>
<td>(FUND CODE) TO</td>
<td>
required
max length = 02
</td>
<td>This field displays the ending fund code range.</td>
</tr>
<tr>
<td>ADMIN OFFICE</td>
<td>
required
dropdown list
default 'ALL'
</td>
<td>This field displays the administrative office.</td>
</tr>
<tr>
<td>RUN</td>
<td>
screen selection button
</td>
<td>The user clicks this button to process the report for the parameters entered.</td>
</tr>
<tr>
<td>CANCEL</td>
<td>
screen selection button
</td>
<td>The user clicks this button to cancel the data entered and close the screen.</td>
</tr>
</table>

Using the WIP Billing Report Screen (RADG110)

Introduction

This topic provides information about using the WIP Billing Report Screen (RADG110), including

- before you begin
- procedures, and
- troubleshooting and error messages.

Before you begin

Before beginning the procedures in this topic, you will need:

- to successfully generate the WIP bill.

Procedures

Following are procedures to

- generate report

Generate report

Follow the steps in the table below to generate report.

	Procedure Table	
Step	**Field**	**Action**
1	N/A	Access the WIP Billing Report Screen (RADG110).
2	FUND CODE (FROM)	Click in field and enter fund code range 'from'. *Result:* The fund code is displayed.
3	(FUND CODE) TO	Click in field and enter fund code range 'to'. *Result:* The fund code is displayed.
4	ADMIN OFFICE	Click on the drop down arrow and select administrative office from the list. *Result:* The administrative office is displayed.

5	RUN REPORT	Do you want to generate a report based on the query data entered?
		
		 • If *yes*,
		     • Click the **Run Report** screen selection button to generate the parameter report.
		     • See Appendix B for report layout.

6	CLEAR QUERY CRITERIA	Click the **Clear Query Criteria** screen selection button to clear all the data entered and restore default selections.

Troubleshooting and error messages

The following table provides information about errors that are commonly encountered when using this screen.

Error Message Table	
Error Message	**User Action Required**
Fund Code must be entered.	This error message will be displayed if the fund code is null. User must enter valid fund code.
Administrative Office must be entered.	This error message will be displayed if the administrative office is null. User must enter valid administrative office.

Glossary

Glossary Table	
Term	**Definition**
ACCS	Account Classification Code Structure. The ACCS is the accounting information required to record financial transactions. The ACCS is comprised of: Bureau Code, Fiscal Year, Fund/Appropriation, Program Codes, Project-Task Codes, Organization Codes, Object Class Codes and a User-Defined Code.
AR	Accounts Receivable.
BAT	The Budget Account Title (BAT) file controls the account for which data may be entered into MAX. Among other things, the BAT contains information on: • The account title, as it will be printed in the budget; • The Treasury and OMB identification codes; • Sub function classification; • Budget Enforcement Act (BEA) category; • Congressional subcommittee assignment; • Type of account (e.g., trust, special revolving); • Whether the account collects user fees; • Whether the account will finance payments to individuals; • Whether the account is sequestrable or exempt; • Whether the account has obligation limitations; • For receipt accounts, the receipt type; and for offsetting receipts, character classification; and • Where the account will be placed in the budget.
CABH	Customer billing history.
CAM	Customer account billing master.
CAMS	The Commerce Administrative Management System.

CFS	Core Financial System. This is a major component of the CAMS and is the standard accounting system and system of record for the DOC bureaus.
CSC	CAMS Support Center. The CSC is located in Gaithersburg, MD and is responsible for the successful implementation and maintenance of the CAMS and related software.
Direct Sales Order	Order participating in a WIP project that receive project costs incurred up to the amount of the order prior to other orders participating in the project.
DOC	The Department of Commerce.

Economy Act	The Economy Act states:
	(a) The head of an agency or major organizational unit within an agency may place an order with a major organizational
	unit within the same agency or another agency for goods or services if:
	(1) Amounts are available;
	(2) The head of the ordering agency or unit decides the order is in the best interest of the United States Government;
	(3) The agency or unit to fill the order is able to provide or get by contract the ordered goods or services; and
	(4) The head of the agency decides ordered goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise.
	(b) Payment shall be made promptly by check on the written request of the agency or unit filling the order. Payment may be in advance or on providing the goods and services ordered and shall be for any part of the estimated or actual cost as determined by the agency or unit filling the order. A bill submitted or a request for payment is not subject to audit or certification in advance of payment. Proper adjustment of amounts paid in advance shall be made as agreed by the heads of the agencies or units on the basis of the actual cost of goods or services provided.
	(c) A condition or limitation applicable to amounts for procurement of an agency or unit placing an order or making a contract under this section applies to the placing of the order or the making of the contract.
	(d) An order placed or agreement made under this section obligates an appropriation of the ordering agency or unit. The amount obligated is deobligated to the extent that the agency or unit filling the order has not incurred obligations, before the end of the period of availability of the appropriation, in:
	(1) Providing goods or services; or
	(2) Making an authorized contract with another person to provide the requested goods or services.
FCFY	Fund Code Fiscal Year.

| Formal Agreement | An agreement (document) that has been formally negotiated between the customer and the performing agency. Federal agencies are often requested by either other federal agencies or private sector parties to provide goods and or services for them. When this occurs, the federal agency enters into a reimbursable agreement with that party or parties. The terms and conditions of the agreement are negotiated between the government and the other party and the may vary depending upon the requestor's source of funding, whether the other party is also an agency of the federal government, and all the other factors that are customary in normal business transactions.

Agencies of the federal government are authorized by legislation to engage in reimbursable activities. The primary, if not the sole source, source of funding for the work to be performed, obtained from the requesting party. Parties (other federal agencies or private sector business concerns) request this work, in the form of goods or services, from the servicing agency by way of a Reimbursable Agreement document. |
|---|---|
| GL | General Ledger. |
| LOV | List of Values. |
| Manual WIP Bill | WIP bill processed outside the automated WIP process. |
| MAX | The MAX budget system (MAX) is a computer system used to collect and process most of the information required for preparing the budget. MAX consists of a series of schedules that are sets of data within the MAX data base. Each schedule is complete in it self and describes a view or slice of the President's budget. Data entry is controlled through expenditure and receipt account titles and classifications that are assigned at the account level. The account for which data may be entered into MAX are controlled by the Budget Account Title (BAT) file. |
| OMB | Office of Management and Budget. |

OMB Max Code	The OMB MAX Code in the reimbursable system will facilitate reporting reimbursable budget data to OMB. The MAX budget system (MAX) is a computer system used to collect and process most of the information required for preparing the budget. MAX consists of a series of schedules that are sets of data within the MAX data base. Each schedule is complete in it self and describes a view or slice of the President's budget. Data entry is controlled through expenditure and receipt account titles and classifications that are assigned at the account level. The account for which data may be entered into MAX are controlled by the Budget Account Title (BAT) file.
RA	Reimbursable Agreement.
RAU	Reimbursable Agreement Upgrade.
Reimbursable Sales Order	Order not participating in a WIP project. Also referred to as a Non-WIP Order.
SQL	Standard (or Structured) Query Language. SQL allows users to access data in relational database management systems, such as Oracle, Sybase, Informix, Microsoft SQL Server, Access, and others, by allowing users to describe the data the user wishes to see. SQL also allows users to define the data in a database, and manipulate that data.
Trial	System table which includes all general ledger posting entries made by the CFS system. Includes the general ledger accounts, and the debits and credits to those accounts, for each system transaction.
TWA	Temporary Work Authority – A document that acknowledges a customer's intent to enter into an agreement and expectation to receive their funding authority. This may occur when the formal agreement has not been negotiated and accepted. The performing agency (agency which fills an order) can establish a TWA to begin work in anticipation of the formal agreement. The TWA contains terms expected to be included in the formal agreement and is effective until the formal agreement has been negotiated and accepted.
WIP	Work-in-progress.

Appendix A — Error Messages

The following table provides information about errors that are commonly encountered when using the referenced screens.

Screen	Error Code	Error Message
CM004	100001	Cannot view pop-up screen unless the Fixed Flag is 'Y'.
		Cannot view pop-up screen unless the Fixed Flag is 'N'.
	100002	Cannot view pop-up screen unless this project is approved and active.
	100003	Total fixed % must equal 100%.
	100004	Must enter Y or N.
	100005	WIP flag must be N when D/R Flag is D.
RADG001	100001	Advance Object Class 1 must be entered.
	100002	Advance Object Class 2 must be entered.
	100003	Advance Object Class 3 must be entered.
	100004	Advance Object Class 4 must be entered.
	100005	Billed Object Class 1 must be entered.
	100006	Billed Object Class 2 must be entered.
	100007	Billed Object Class 3 must be entered.
	100008	Billed Object Class 4 must be entered.
	100009	The Bureau Code must be entered.
	100010	Please specify the source of the trial entry for the specified account or account range for each account of account range.
	100011	WIP account ranges must not overlap.

Screen	Error Code	Error Message
RADG002	100001	Amount entered exceeds formal agreement amount.
	100002	Mod Amount Total does not agree with Trans Amount.
	100003	Future dates are not allowed in the termination date.
	100004	Period of performance end date must be greater than the begin date.
	100005	TWA Level 1 or Level 2 amount is required for the approval of the agreement.
	100006	Agreement Number must be entered.
	100007	TWA Number must be entered.
	200001	Record is protected from update.
		The Invoice Contact number is missing.
RADG003	100001	Begin date cannot be after End date.
	100002	Begin date must be earlier than GL posting date.
	100003	The Period of Performance To Date must be later than or same as the current (today's) date.
	100004	End date cannot be after Agreement End date.
	100005	End date cannot be before From date.
	100006	From date cannot be after Agreement End date.
	100007	From date cannot be before Agreement From date.
	100008	No E-mail Address in GL029.
	100009	Only the amount and end date can be modified.
	100010	Order amount cannot be greater than the agreement amount.
	100011	Direct sales flag must be Y or N.

Screen	Error Code	Error Message
	100012	Fixed flag must be Y or N.
	100013	WIP flag must be Y or N.
RADG004	100001	Bureau Code must be entered.
	100002	Fund Code must be entered.
	100003	GL End Date must be entered.
	100004	Customer order number is missing in the manual billed Account Receivable item.
	100005	Customer order number is missing in the Account Receivable item for the advance payment.
	200001	The previous WIP allocations were not billed. By continuing, these allocations will be overwritten. Do you wish to continue?
	200002	The cost exceeds the available customer order amounts.
	200003	There is no customer order with matching project for the cost.
	200004	There is no customer order for the advance payment.
	200005	There is no matching customer order for the receivable manually billed.
RADG005	100001	Line item release flag must be N.
	100002	Release amount can not be greater than the available advance or the available order.
	100003	Total project cost within the project can not change.
RADG006		Batch Number must be entered
		Bureau code must be entered.
		Fund Code ranges must not overlap.

Screen	Error Code	Error Message
		GL End Date must be entered.
RADG007	100001	Template Code must be entered.
RADG100	100001	Bureau Code must be entered.
	100002	Fund Code must be entered.
	100003	Sort By must be entered.
	100004	Report As of Date must be entered.
RADG101	100001	Bureau Code must be entered.
	100002	Fund Code must be entered.
	100003	Sort By must be entered.
	100004	Report As of Date must be entered.
	100005	The From Organization 1 Code must be entered.
	100006	The From Organization 2 Code must be entered.
	100007	The From Organization 3 Code must be entered.
	100008	The From Organization 4 Code must be entered.
	100009	The From Organization 5 Code must be entered.
	100010	The From Organization 6 Code must be entered.
	100011	The From Organization 7 Code must be entered.
	100012	The To Organization 1 Code must be entered.
	100013	The To Organization 2 Code must be entered.
	100014	The To Organization 3 Code must be entered.
	100015	The To Organization 4 Code must be entered.

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Screen	Error Code	Error Message
	100016	The To Organization 5 Code must be entered.
	100017	The To Organization 6 Code must be entered.
	100018	The To Organization 7 Code must be entered.
	100019	Billing Method must be entered.
RADG102	100001	Bureau Code must be entered.
	100002	Report As of Date must be entered.
	100003	The From Organization 1 Code must be entered.
	100004	The From Organization 2 Code must be entered.
	100005	The From Organization 3 Code must be entered.
	100006	The From Organization 4 Code must be entered.
	100007	The From Organization 5 Code must be entered.
	100008	The From Organization 6 Code must be entered.
	100009	The From Organization 7 Code must be entered.
	100010	The To Organization 1 Code must be entered.
	100011	The To Organization 2 Code must be entered.
	100012	The To Organization 3 Code must be entered.
	100013	The To Organization 4 Code must be entered.
	100014	The To Organization 5 Code must be entered.
	100015	The To Organization 6 Code must be entered.
	100016	The To Organization 7 Code must be entered.
	100017	The Status must be entered.

Screen	Error Code	Error Message
	100018	The Include Expired must be entered.
RADG103	100001	Bureau Code must be entered.
	100002	Fund Code must be entered.
	100003	Report As of Date must be entered.
	100004	The From Organization 1 Code must be entered.
	100005	The From Organization 2 Code must be entered.
	100006	The From Organization 3 Code must be entered.
	100007	The From Organization 4 Code must be entered.
	100008	The From Organization 5 Code must be entered.
	100009	The From Organization 6 Code must be entered.
	100010	The From Organization 7 Code must be entered.
	100011	The To Organization 1 Code must be entered.
	100012	The To Organization 2 Code must be entered.
	100013	The To Organization 3 Code must be entered.
	100014	The To Organization 4 Code must be entered.
	100015	The To Organization 5 Code must be entered.
	100016	The To Organization 6 Code must be entered.
	100017	The To Organization 7 Code must be entered.
RADG104	100001	Bureau Code must be entered.
	100002	Acceptance Date must be entered.
	100003	The From Organization 1 Code must be entered.

Screen	Error Code	Error Message
	100004	The From Organization 2 Code must be entered.
	100005	The From Organization 3 Code must be entered.
	100006	The From Organization 4 Code must be entered.
	100007	The From Organization 5 Code must be entered.
	100008	The From Organization 6 Code must be entered.
	100009	The From Organization 7 Code must be entered.
	100010	The To Organization 1 Code must be entered.
	100011	The To Organization 2 Code must be entered.
	100012	The To Organization 3 Code must be entered.
	100013	The To Organization 4 Code must be entered.
	100014	The To Organization 5 Code must be entered.
	100015	The To Organization 6 Code must be entered.
	100016	The To Organization 7 Code must be entered.
		The acceptance organization code must be entered.
RADG105	100001	Bureau Code field must be entered.
	100002	Sponsor Code must be entered.
	100003	Report As of Date must be entered.
	100004	The From Organization 1 Code must be entered.
	100005	The From Organization 2 Code must be entered.
	100006	The From Organization 3 Code must be entered.
	100007	The From Organization 4 Code must be entered.

Screen	Error Code	Error Message
	100008	The From Organization 5 Code must be entered.
	100009	The From Organization 6 Code must be entered.
	100010	The From Organization 7 Code must be entered.
	100011	The To Organization 1 Code must be entered.
	100012	The To Organization 2 Code must be entered.
	100013	The To Organization 3 Code must be entered.
	100014	The To Organization 4 Code must be entered.
	100015	The To Organization 5 Code must be entered.
	100016	The To Organization 6 Code must be entered.
	100017	The To Organization 7 Code must be entered.
RADG106	100001	Bureau Code field must be entered.
	100002	RA/TWA Number must be entered.
	100003	Acceptance Date must be entered.
	100004	Modification Number must be entered.
	100005	Text must be entered.
	100006	The From Organization 1 Code must be entered.
	100007	The From Organization 2 Code must be entered.
	100008	The From Organization 3 Code must be entered.
	100009	The From Organization 4 Code must be entered.
	100010	The From Organization 5 Code must be entered.
	100011	The From Organization 6 Code must be entered.

Screen	Error Code	Error Message
	100012	The From Organization 7 Code must be entered.
	100013	The To Organization 1 Code must be entered.
	100014	The To Organization 2 Code must be entered.
	100015	The To Organization 3 Code must be entered.
	100016	The To Organization 4 Code must be entered.
	100017	The To Organization 5 Code must be entered.
	100018	The To Organization 6 Code must be entered.
	100019	The To Organization 7 Code must be entered.
		Administrative change number must be entered.
RADG107	100001	Bureau Code must be entered.
	100002	Fund Code must be entered.
	100003	Report As of Date must be entered.
RADG108	100001	Bureau Code field must be entered.
	100002	Fund Code must be entered.
	100003	Administrative Office must be entered.
	100004	Originating Office must be entered.
	100005	Report As of Date must be entered.
	100006	End Period of Performance must be entered.
	100007	Inactive Field must be entered.
	100008	Status must be entered.
RADG109	100001	Bureau Code field must be entered.

Screen	Error Code	Error Message
	100002	Fund Code must be entered.
	100003	Project Code must be entered.
	100004	Fund Code Fiscal Year must be entered.
	100005	Administrative Office must be entered.
	100006	Originating Office must be entered.
	100007	Sort By must be entered.
	100008	Report As of Date must be entered.
RADG110	100001	Bureau Code must be entered.
	100002	Fund Code must be entered.
	100003	Sort By must be entered.
	100004	Report As of Date must be entered.
	100005	The From Organization 1 Code must be entered.
	100006	The From Organization 2 Code must be entered.
	100007	The From Organization 3 Code must be entered.
	100008	The From Organization 4 Code must be entered.
	100009	The From Organization 5 Code must be entered.
	100010	The From Organization 6 Code must be entered.
	100011	The From Organization 7 Code must be entered.
	100012	The To Organization 1 Code must be entered.
	100013	The To Organization 2 Code must be entered.
	100014	The To Organization 3 Code must be entered.

Screen	Error Code	Error Message
	100015	The To Organization 4 Code must be entered.
	100016	The To Organization 5 Code must be entered.
	100017	The To Organization 6 Code must be entered.
	100018	The To Organization 7 Code must be entered.
	100019	Billing Method must be entered.
	100020	Bill Run Date must be entered.
		Administrative Office must be entered.

Appendix B — Report Layouts

This section provides the report layout, including cover and detail page, which are launched from the following screens:

- Economy Act Report Screen (RADG100)
- Reimbursable Agreements History Report Screen (RADG102)
- Reimbursable Agreements Accepted Report Screen (RADG104)
- Reimbursable Acceptance Notification Report Screen (RADG106)
- Reimbursable Agreement Unmatched Cost Report Screen (RADG107)
- Unfilled Customer Order by Period of Performance Report Screen (RADG108)
- WIP Results Report Screen (RADG109)
- WIP Billing Report Screen (RADG110)

Economy Act Report (RADG100) Layout

Cover Page

```
Current Date: DD-MON-YYYY HH24:MI:SS                                    RADG100


                        United States Department of Commerce

                       Economy Act Reimbursable Agreements Report


                       Bureau Code: 57 — NATL INSTITUTE OF STANDARDS
                       Fund Code: 01 To 99
                           Sort by: Agreement No


                       User Name: SLEE
```

Detail Report

Field description table

The following table describes the major column headings on the Economy Act Report Screen (RADG100) detail report.

Field Description Table	
Field	**Description**
RA No	Identifies the formal reimbursable agreement.
Customer Reference Number	Identifies the customer's reference number for the reimbursable agreement.
Fund Code	Identifies the fund receiving the reimbursable funding.
Project Code	The reimbursable project for which allocated WIP results are being presented.
Project Description	Identifies the description of the project.
Period of Performance	Identifies the begin date for which the TWA or Agreement is valid for entry of new unfilled customer orders.

If RADG100 is sorted by Project, the report layout will be the following:

Reimbursable Agreements History Report Screen (RADG102) Report Layout

Cover Page

```
Current Date: DD-MON-YYYY HH24:MI                                    RADG102


                        United States Department of Commerce
            Reimbursable Agreements History Report by Status and Period of Performance

                      Bureau: 57 – NATL INSTITUTE OF STANDARDS (or ALL)
                           Fund Code: 00 To 99
                         Agreement Status: CLOSED (or ALL)
            Include Expired Agreements Only/Include Not Expired Agreements Only
                              /Include All Agreements


                               User Name: SLEE
```

Detail Report

```
Current Date: DD-MON-YYYY HH24:MI    Agreements History Report by Status and Period of Performance        RADG102
                                     NATL INSTITUTE OF STANDARDS (1N)
                                          As of Date: 18-APR-2002 (2N)

Fund :, Fund Code (3N) ||'-'||Title (4N),   customer name (5N)
Agreement/TWA No:  SHARONB1 (6N)
Current Status: CLOSED (7N)


Mod No          Admin Chg No  Customer Reference No   Agreement/Mod Amount  Status    Period of Performance
  (8N)              (9N)           (10N)                   (11N)            (12N)          (13N)


Agreement Total:                                          (14N)
```

Field description table

The following table describes the major column headings on the Report of Agreements History Report by Status and Period of Performance Report Screen (RADG102) detail report.

Field Description Table	
Field	**Description**
MODIFICATION NO	Identifies sequential modification changes to agreement or TWA.
ADMINISTRATIVE CHANGE NO	Identifies sequential administrative changes to agreement or TWA.
CUSTOMER REFERENCE NO	Identifies the customer's reference number for the reimbursable agreement.
AGREEMENT/MOD AMOUNT	Identifies the current modification amount of funding authorized for unfilled customer orders to be issued.
STATUS	Indicates the processing stage status for the agreement.
PERIOD OF PERFORMANCE	Identifies the begin date for which the TWA or Agreement is valid for entry of new unfilled customer orders.

Reimbursable Agreements Accepted Report Screen (RADG104) Report Layout

Cover Page

```
Current Date: DD-MON-YYYY HH24:MI:SS                                    RADG104


                        United States Department of Commerce
                        Reimbursable Agreements Accepted Report

                       Bureau: 57 – NATL INSTITUTE OF STANDARDS (or ALL)
            Acceptance Organization: XX-XX-XXXX-99-99-99-99 to XX-XX-XXXX-99-99-99-99
                       Acceptance Date: 20-DEC-2001 To 20-DEC-2001
        Organization Group by to Level: 1


                                  User Name: SLEE
```

Detail Report

Current Date: DD-MON-YYYY HH24:MI:SS   Reimbursable Agreements Accepted Report   RADG104
NATL INSTITUTE OF STANDARDS (1)
Acceptance Date: 20-DEC-2001 To 20-DEC-2001 (2)

Acceptance Organization: 02-GB-1234-99-11-99-22 (3)

Customer No.	Customer Name	RA/Mod No.	Customer Reference No	Period of Performance	Acceptance Date	RA/Mod Amount
(4)		(5)	(6)	(7)	(8)	(9)
10	AMANA REFRIGERATION	UNCLED1-2		01-NOV-2000 To 30-NOV-2002	08-NOV-2000	7,000.00
		UNCLED1-1		01-NOV-2000 To 30-NOV-2002	28-NOV-2000	1,000.00
8	AR TEST CUSTOMER	UNCLED-3		01-NOV-2000 To 30-NOV-2002	08-NOV-2000	1,000.00

Agreement Total by Organization: (10)
Record Count by Organization: (11)

Grand Total By Bureau: (12)   9,000.00
Record Count by Bureau   (13)

Field description table

The following table describes the major column headings on the Reimbursable Agreement Accepted Report Screen (RADG104) detail report.

Field Description Table	
Field	**Description**
CUSTOMER NO	Identifies the customer who will be billed for reimbursable services.
CUSTOMER NAME	Identifies the customer name.
RA/MOD NO	Identifies sequential modification changes to agreement or TWA.
CUSTOMER REFERENCE NO	Identifies the customer's reference number for the reimbursable agreement.
PERIOD OF PERFORMANCE	Identifies the begin date for which the TWA or Agreement is valid for entry of new unfilled customer orders.
ACCEPTANCE DATE	Identifies the date the reimbursable agreement was accepted by the bureau.
RA/MOD AMOUNT	Identifies the current modification amount of funding authorized for unfilled customer orders to be issued.

Acceptance Notification Report Screen (RADG106) Report Layout

Cover Page

```
Current Date: DD-MON-YYYY HH24:MI:SS                                    RADG106


                        United States Department of Commerce
                        Reimbursable Acceptance Notification Report

                           Bureau: 57 – NATL INSTITUTE OF STANDARDS
                           RA No: SHARONB1
                           Mod No: 000
                   Admin Change No: 005


                           User Name: SLEE
```

Detail Report

US Department of Commerce	06-DEC, 2002 (3)
Bureau Name NATL INSTITUTE OF STANDARDS (1) ~~Bureau Address~~ PT 270 AT QUINCE ORCHARD RD. (2) GAITHERSBURG, MD 20899 **ACCEPTANCE NOTIFICATION**	**Date** SUECODE (4) **Your reference number**

To	
AMANA REFRIGERATION (5) 2800 220TH TRAIL (6) AMANA 52204 The agreement referenced above is: ____ Accepted (8) ____ Rejected	(7) **Agency Reference No** **Please refer to this number in futu** **communication with this agency** **Estimated costs this order/modific** $ 5,000.00 (9) **Period of Performance** 01-NOV-1999 To 30-Nov-1999 (10)

Advance Required: Yes/No (11)	**Fiscal Year and Amount:**	
	1999	$ 25.00
	2000	$ 25.00
	2001	$ 25.00
	2002	$ 25.00
	2003 (13)	$ 25.00 (14
	Total Agreement Amount:	
	(15)	
Remarks and Attachments: (16)		

Customer Approval:	Performing Agency Approval:
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
Phone: _____	Phone: _____

Reimbursable Agreement Unmatched Cost Report Screen (RADG107) Report Layout

Cover Page

```
Current Date: DD-MON-YYYY HH24:MI:SS                                    RADG107

                          United States Department of Commerce
                        Reimbursable Agreement Unmatched Cost Report

                         Bureau: 57 – NATL INSTITUTE OF STANDARDS (or ALL)
                       Fund Code: 00 to 09




                       User Name: SLEE
```

Detail Report

```
Current Date: DD-MON-YYYY HH24:MI:SS                                          RADG107
                        Reimbursable Agreement Unmatched Cost Report
                              NATL INSTITUTE OF STANDARDS   (1N)
                                   As of Date: 18-APR-2002   (2N)


Fund Code: 01        (3N)


Project Code    Object Class    Fund Code Fiscal Year      GL End Date       Amount    Extraction Date
  (4N)            (5N)              (6N)                      (7N)            (8N)          (9N)
```

Field description table

The following table describes the major column headings on the Reimbursable Agreement Unmatched Cost Report Screen (RADG107) detail report.

Field Description Table	
Field	**Description**
PROJECT CODE	The reimbursable project for which allocated WIP results are being presented.
OBJECT CLASS	Codes that identifies the object class.
FUND CODE FISCAL YEAR	The fiscal year for which funds are authorized for the unfilled customer orders to be issued.
GL END DATE	The accounting period for recording the customer order.
AMOUNT	The amount of the cost that could not be associated with a customer order.
EXTRACTION DATE	Date an item was extracted from trial.

Unfilled Customer Order by Period of Performance Report Screen (RADG108) Report Layout

Cover Page

```
Current Date: DD-MON-YYYY HH24:MI:SS                                          RADG108


                           United States Department of Commerce
                       Unfilled Customer Order by Period of Performance Report

                         Bureau: 57 – NATL INSTITUTE OF STANDARDS (or ALL)
                                Fund Code: 01 to 99
                         Admin Office: WIP – Admin office description (or ALL)
                       Originating Office: WIP – Originating office description (or ALL)
          Period of Performance End Date Range: 31-OCT-2001(if blank, 'ALL') To 31-OCT-2002 (if blank, 'ALL')
                         Active Orders Only:  Y    (Active and Inactive Orders: Y)
             Blank Period of Performance End Date Only: Y (or N)



                                     User Name: SLEE
```

Detail Report

Field description table

The following table describes the major column headings on the Unfilled Customer Order by Period of Performance Report Screen (RADG108) detail report.

Field Description Table	
Field	**Description**
REIMBURSABLE AGREEMENT NO	Identifies sequential modification changes to agreement or TWA.
CUSTOMER ORDER NO/ MOD NO	Identifies an unfilled customer order.
ORDER	Identifies the amount of orders participating in the project.
PERIOD OF PERFORMANCE	Identifies the begin date for which the TWA or Agreement is valid for entry of new unfilled customer orders.
ACTIVE STATUS	Identifies the active status of the customer order.

WIP Results Report Screen (RADG109) Report Layout

Cover Page

```
Current Date: DD-MON-YYYY HH24:MI:SS                                    RADG109


                        United States Department of Commerce
                                WIP Results Report

                     Bureau: 57 – NATL INSTITUTE OF STANDARDS (or ALL)
                    Fund Code: 01 to 99
                    Project Code: 1234567 (or ALL)
                           FCFY: 1999 to 2000
                 Admin Office Code: WIP - WIP office description



                            User Name: SLEE
```

Detail Report

Field description table

The following table describes the major column headings on the WIP Results Report Screen (RADG109) detail report.

Field Description Table	
Field	**Description**
RA No	Identifies sequential modification changes to agreement or TWA.
Customer No	Identifies the customer who will be billed for reimbursable services.
Order No	Identifies an unfilled customer order.
WIP Costs	Indicates total costs applied/allocated to the orders associated with an agreement.
Available Order	Amount of order available for costs to be applied and billed.
Available Advance	Amount of advance available to cover costs.
Unreleased WIP	Indicates the amount of allocated WIP costs held and not billed.
Release Amount	The amount of the order participating in the project.

WIP Billing Report Screen (RADG110) Report Layout

Cover Page

```
Current Date: DD-MON-YYYY HH24:MI:SS                                          RADG110


                        United States Department of Commerce
                                    WIP Billing
                    WIP Billing Process ID: 123
                         WIP Process ID: 12345 – NATL INSTITUTE OF STANDARDS
                              Fund Code: 01 To 99
                         Admin Office: WIP – Admin Office Description (or ALL)




                              User Name: SLEE
```

Detail Report

Field description table

The following table describes the major column headings on the WIP Billing Report Screen (RADG110) detail report.

Field Description Table	
Field	**Description**
RECEIVABLE/BILL NO	Identifies the formal reimbursable agreement.
CUSTOMER NO	Identifies the customer who will be billed for reimbursable services.
CUSTOMER NAME	Identifies the customer name.
AGREEMENT AMOUNT	Identifies the amount of the agreement.
CUSTOMER ORDER NO	Identifies an unfilled customer order.
BILL AMOUNT	Identifies the amount of the bill.

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